

2001

# ILLINOIS

## REGISTER

RULES  
OF GOVERNMENTAL  
AGENCIES



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Issue 16-April	14, 2000:	Data Through March	31, 2000
Issue 29-July	14, 2000:	Data Through June	30, 2000
Issue 42-October	13, 2000:	Data Through September	30, 2000
Issue 3-January	19, 2001:	Data Through December	31, 2000 (Annual)

## SECTIONS EFFECTED INDEX

## INTRODUCTION

The *Illinois Register* is the official state document for publishing public notice of rulemaking activity initiated by State governmental agencies. The table of contents is arranged categorically by rulemaking activity and alphabetically by agency within each category. The Register also contains a Cumulative Index listing alphabetically by agency the Parts (sets of rules) on which rulemaking activity has occurred in the current Register volume year and a Sections Affected Index listing by Title each Section (including supplementary material) of a Part on which rulemaking activity has occurred in the current volume year. Both indices are action coded and are designed to aid the public in monitoring rules.

Rulemaking activity consists of proposed or adopted new rules; amendments to or repealers of existing rules; and rules promulgated by emergency or peremptory action. Executive Orders and Proclamations issued by the Governor; notices of public information required by State statute; and activities (meeting agendas, Statements of Objection or Recommendation, etc.) of the Joint Committee on Administrative Rules (JCAR), a legislative oversight committee which monitors the rulemaking activities of State agencies; is also published in the Register.

The Register is a weekly update to the *Illinois Administrative Code* (a compilation of the rules adopted by State agencies). The most recent edition of the Code along with the Register comprise the most current accounting of State agencies' rules.

The Illinois Register is the property of the State of Illinois, granted by the authority of the Illinois Administrative Procedure Act [5 ILCS 100/1-1 et seq.].

## REGISTER PUBLICATION SCHEDULE 2001

Issue #	Copy Due by 4:30 p.m.	Publication Date	Issue #	Copy Due by 4:30 p.m.	Publication Date
Issue 1	December 26, 2000	January 5, 2001	Issue 28	July 2	July 13
Issue 2	January 2, 2001*	January 12	Issue 29	July 9	July 20
Issue 3	January 8	January 19	Issue 30	July 16	July 27
Issue 4	January 16*	January 26	Issue 31	July 23	August 3
Issue 5	January 22	February 2	Issue 32	July 30	August 10
Issue 6	January 29	February 9	Issue 33	August 6	August 17
Issue 7	February 5	February 16	Issue 34	August 13	August 24
Issue 8	February 13*	February 23	Issue 35	August 20	August 31
Issue 9	February 20*	March 2	Issue 36	August 27	September 7
Issue 10	February 26	March 9	Issue 37	September 4*	September 14
Issue 11	March 5	March 16	Issue 38	September 10	September 21
Issue 12	March 12	March 23	Issue 39	September 17	September 28
Issue 13	March 19	March 30	Issue 40	September 24	October 5
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Issue 18	April 23	May 4	Issue 45	October 29	November 9
Issue 19	April 30	May 11	Issue 46	November 5	November 16
Issue 20	May 7	May 18	Issue 47	November 13*	November 26**
Issue 21	May 14	May 25	Issue 48	November 19	November 30
Issue 22	May 21	June 1	Issue 49	November 26	December 7
Issue 23	May 23*	June 8	Issue 50	December 3	December 14
Issue 24	June 4	June 15	Issue 51	December 10	December 21
Issue 25	June 11	June 22	Issue 52	December 17	December 28
Issue 26	June 18	June 29	Issue 1	December 26 (Wed. Noon)	January 4, 2002
Issue 27	June 25	July 6			

\* Tuesday 12 noon deadline following a state holiday.

\*\* Monday publication date following a state holiday.

## DEPARTMENT OF CHILDREN AND FAMILY SERVICES

## NOTICE OF PROPOSED AMENDMENTS

1) Heading of the Part: Service Appeal Process2) Code Citation: 89 Ill. Adm. Code 3373) Section Numbers: Proposed Action:

337.20 Amendment  
 337.30 Amendment  
 337.50 Amendment  
 337.70 Amendment  
 337.80 Amendment  
 337.100 Amendment  
 337.170 Amendment  
 337.220 Amendment

4) Statutory Authority: 20 ILCS 5/5

5) A Complete Description of the Subjects and Issues Involved: The Department as guardian of children for whom the Department has legal responsibility has the sole right and responsibility for deciding, based on the child's best interests, the child's placement. Therefore, the Department, by amendments to Section 337.70 and Section 337.80 is removing the opportunity on the part of foster parents and relative caregivers to appeal changes in the placement of children in their care. Foster parents and relative caregivers who disagree with a change in placement will have the opportunity to request a review by the Department's Division of Clinical Services. However, such a request for a review will not prevent the Department from removing the children in their care, if the Department has reason to believe the children are at risk of harm by remaining in the current placement.

In Section 337.20, The Department is amending the definition of "fair hearing" by changing the determination of whether the action or decision under appeal from "was" in compliance with applicable laws and rules to determining whether the action or decision "is" in compliance with applicable laws and rules and whether the action or decision "will be" in the best interests of the child as opposed to "was". This same change in wording regarding best interests has also been made in Section 337.170(a). The Department is also amending the definition of "imminent risk of harm" to include how imminent risk is considered during the course of an appeal process.

In Section 337.30(b), which deals with Emergency Reviews, the Department is inserting language that eliminates emergency reviews when the issue is removal or change of placement of a child.

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goal. In Section 337.80, What May Not Be Appealed, the Department is inserting a choice of a permanency goal or the denial of a request for a change in permanency goal. In 1997 Section 2-28 of the Juvenile Court Act of 1987 was enacted to place responsibility for setting the permanency goals on the court. Since the Department does not have the right to set or change permanency goals without the approval of the court, this provision in the rule serves no purpose.

In Section 337.220, the Director of the Department's final decision will be based on what "will be" in the best interests of the child.

The Department is also using this rulemaking to correct the address of the Administrative Hearings Unit wherever it occurs.

6) Will these amended Sections replace an emergency amendment currently in effect? Yes: 25 Ill. Reg. 4283, effective March 19, 2001

7) Does this rulemaking contain an automatic repeal date? No

8) Does this rulemaking contain incorporations by reference? No

9) Are there any other proposed rulemakings pending on this Part? No

10) Statement of Statewide Policy Objectives: This amendment does not expand a state mandate as defined in Section 3 of the State Mandates Act [30 ILCS 805].

11) Time, Place, and Manner in which interested persons may comment on this proposed rulemaking: Comments on this proposed rulemaking may be submitted in writing for a period of 45 days following publication of this notice. Comments should be submitted to:

Jeff Oswowski  
 Office of Child and Family Policy  
 Department of Children and Family Services  
 406 East Monroe Street, Station #65  
 Springfield, Illinois 62701-1498  
 Telephone: 217/524-1983  
 TDD: 217/524-3715  
 FAX: 217/557-0692  
 E-Mail address: cfpolicy@dcfs.state.il.us

The Department will consider fully all written comments on this proposed rulemaking submitted during the 45-day comment period. Comments submitted by small businesses should be identified as such.

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minutes per person. If translation or interpretation services are needed to enable participation in the public hearings, please contact the Office of Child and Family Policy as indicated above. Public hearings are scheduled as follows:

May 8, 2001  
1:00 - 3:00 PM  
Illinois State Library  
Room 403  
300 S. 2nd Street  
Springfield IL 62701

May 9, 2001  
2:00 - 4:00 PM  
State of Illinois Building  
Room N-505  
160 N. LaSalle Street  
Chicago IL 60601

12) Initial Regulatory Flexibility Analysis:

- A) Types of small businesses, small municipalities for compliance: None
- B) Reporting, bookkeeping or other procedures required for compliance: None

C) Types of professional skills necessary for compliance: None

- 13) Regulatory Agenda in which this rulemaking was summarized: This rulemaking was not included in either of the two most recent regulatory agendas because: the need for filing these amendments was not known at the time.

The full text of the Proposed Amendments appears on the next page:

## DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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TITLE 89: SOCIAL SERVICES  
CHAPTER III: DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
SUBCHAPTER a: SERVICE DELIVERY

PART 337  
SERVICE APPEAL PROCESS

Section	Purpose
337.10	Definitions
337.30	The Service Appeal Process
337.40	Department and Provider Agency Responsibilities on Appealable Issues
337.50	The Right to a Service Appeal
337.60	Who May Appeal
337.70	What May Be Appealed
337.80	What May Not Be Appealed
337.90	Notices of Department or Provider Agency Decisions
337.100	How to Request a Service Appeal
337.110	Grounds for Dismissal of a Service Appeal Request
337.120	Time Frames for the Service Appeal Process
337.130	Continuing Services During the Service Appeal Process
337.140	Confidentiality During the Service Appeal Process
337.150	Notice Concerning a Service Appeal
337.160	Abandonment of a Service Appeal
337.170	Fair Hearing Appeal Rights
337.180	The Administrative Law Judge
337.190	Record of a Fair Hearing
337.200	Combined Hearings
337.210	Continuances Requested in a Combined Hearing
337.220	The Final Administrative Decision
337.230	Who Receives a Copy of the Final Administrative Decision
337.240	Notice of the Availability of Judicial Review
337.250	Severability of This Part

**AUTHORITY:** Implementing and authorized by Sections 4 and 5 of the Children and Family Services Act [20 ILCS 505/4 and 5].

**SOURCE:** Adopted at 17 Ill. Reg. 1046, effective January 15, 1993; amended at 19 Ill. Reg. 7175, effective June 1, 1995; amended at 19 Ill. Reg. 10557, effective July 1, 1995; emergency amendment at 25 Ill. Reg. 4283, effective March 19, 2001, for a maximum of 150 days; amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

## Section 337.20 Definitions

"adequate Notice" means a notice that ~~which~~ contains all of the elements identified in Section 337.90(c) of this Part.

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"Administrative Hearings Unit" means the Department's unit responsible for receiving requests for and acting upon a service appeal and conducting fair hearings on appeal.

"Administrative law judge" means an attorney who is appointed by the Director of the Department and who is responsible for conducting the fair hearing.

"Administrator of the Administrative Hearings Unit" means the person who is responsible for receiving requests for a service appeal and for coordinating the fair hearings.

"Appellant" means the person who requests a service appeal or on whose behalf a service appeal is requested.

"Authorized representative" means a person authorized in writing by the appellant to assist the appellant in the appeal process. If the appellant is unable to reduce such authorization to writing, the Department shall assist the appellant in doing so. The representative may be legal counsel or other spokesperson.

"Child welfare services" means public social services which are directed toward the accomplishment of the following purposes:

protecting and promoting the welfare of all children, including homeless, dependent, or neglected children;

preventing or remedying, or assisting in the solution of problems which may result in, the neglect, abuse, exploitation, or delinquency of children;

preventing the unnecessary separation of children from their families by identifying family problems, and preventing breakup of the family where the prevention of child removal is desirable and possible;

restoring to their families children who have been removed by the provision of services to the child and the families;

placing children in suitable adoptive homes, in cases where restoration to the biological family is not possible or appropriate;

assuring adequate care of children away from their homes, in cases where the child cannot be returned home or cannot be placed for adoption;

providing supportive services and living maintenance which

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contributes to the physical, emotional and social well-being of children who are pregnant and unmarried,

providing shelter and independent living services for homeless youth; and

placing and maintaining children in facilities that provide separate living quarters for children under the age of 18 and for children 18 years of age and older, unless a child 18 years of age is in the last year of high school education or vocational training, in an approved individual or group treatment program, or in a licensed shelter facility. The Department is not required to place or maintain children:

who are in a foster home; or

who are developmentally disabled, as defined in the Mental Health and Developmental Disabilities Code; or

who are female children who are pregnant, pregnant and parenting or parenting; or

who are siblings,

in facilities that provide separate living quarters for children 18 years of age and older and for children under 18 years of age. 120 ILCS 505/51.

These services include, but are not limited to: counseling, advocacy, day care, homemaker, emergency caretaker, family planning, adoption, visitation, placement, child protection and information and referral.

"Date of action" means the effective date of the action or proposed action by the Department or provider agency that which resulted in the appeal.

"Date of appeal" means the postmark date or date of receipt of appellant's written request for an appeal, whichever is earlier, at the address specified in the notice.

"Date of notice" means the date on which the appellant receives written notice of the Department's intended action or decision or the date on which the appellant learns of the intended action or decision, if a written notice was not provided.

"Day care services" means care provided to children for less than 24 hours per day in facilities requiring licensure under the Child Care Act of 1969 [225 ILCS 10] in facilities exempt from licensure, in the



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homes home(s) of relatives, or in their own home.

"Department representative" means the designated individual responsible for presenting the Department's position in an emergency review and fair hearing.

"Emergency review" means a limited review of the actions or decisions of the Department or provider agency which may adversely affect an individual or individuals served by the Department. An emergency review provides for an interim decision pending a fair hearing.

"Fair hearing", as used in this Part, means a formal review of the action or decision of the Department or provider agency to determine whether that such action or decision is was in compliance with applicable laws and rules and will be in the best interests of the child.

"Family" means the biological or adoptive parents (provided a court has not terminated parental rights), legal guardian, or any relative who has assumed custody and control of the child in the absence of the child's biological or adoptive parents.

"Final administrative decision" means the Department's final decision, order, or determination on an appealed issue rendered by the Director in a particular case that which affects the legal rights, duties or privileges of appellants and that which may be appealed in a circuit court under the Administrative Review Law [735 ILCS 5/Art. III].

"Imminent risk of harm" means that individuals' actions, omissions or conditions endanger the life, or seriously jeopardize the physical or mental health or safety, of themselves or others, if protective action would not be taken immediately. In service appeals in which the issue is removal or change of placement of a child, a child is in imminent risk of harm if, after considering the behaviors, conditions, and accessibility of the child and the persons who have contact with the child, the child would be in danger of moderate to severe harm if the child remains in or is returned to the placement during the course of the appeal process.

"Individual legally acting on a person's behalf" means an individual who has been appointed by a court to act on behalf of a person when the person is incompetent, incapacitated, or otherwise unable to speak for himself or herself.

"Mediation" means a meeting open to all parties affected by the decision being appealed to attempt agreement on the issue in dispute, with a mediator who assists the parties in resolving issues and drawing up an agreement.

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"Mediator" means a neutral third party appointed by the Director of the Department who conducts the mediation and assists the parties in resolving issues and drawing up an agreement.

"Parties" means the Department or its agents and those persons who have appealed the service decisions ~~decisions~~ made by the Department or its agents.

"Preponderance of the evidence" means the greater weight of the evidence or evidence that which renders a fact more likely than not.

"Provider agency" means an agency offering case management and/or casework services through a signed contract with the Department for paid services.

"Relative," for purposes of placement of children for whom the Department is legally responsible, means any person, 21 years of age or over, other than the parent, who:

- is currently related to the child in any of the following ways by blood or adoption: grandparent, sibling, great-grandparent, uncle, aunt, nephew, niece, first cousin, great-uncle, or great-aunt, or
- is the spouse of such a relative, or
- is the child's step-father, step-mother, or adult step-brother or step-sister.

Relative also includes a person related in any of the foregoing ways to a sibling of a child, even though the person is not related to the child, when the child and its sibling are placed together with that person. [20 ILCS 505/7(b)]

"Request for an appeal" means the written request by an appellant for a fair hearing to review an action taken or a decision made by the Department or a provider agency on behalf of the Department. If the appellant is unable to request an appeal in writing, the Department or provider agency shall help the appellant put the request in writing.

"Reviewer" means the person appointed by the Department to conduct an emergency review.

"Service appeal process" means the appeal system offered by the Department to review appealable service issues raised by appellants.

"Services" means child welfare or day care services, including placement services or benefits provided by the Department or its



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provider agencies under Titles IV and XX of the Social Security Act (42 USC 651-654A-Section 601 et seq. and 1397 et seq.) or the laws of the State of Illinois.

"Stay of action" means the action or decision made by the Department or its provider agency will not be implemented pending an emergency review or final administrative decision by the Department.

"Timely written notice" means a notice that which complies with the requirements of Section 337.90(b) of this Part.

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 337.30 The Service Appeal Process

The service appeal process for the Department of Children and Family Services consists of a mediation, which is optional, and a fair hearing. Initiation of a service appeal does not preclude ongoing discussion between the parties to resolve the appealed issues. If mediation resolves the issues, an agreement is drawn up with the assistance of the mediator and signed by the parties. In some instances the issue on appeal is too immediate to await the final administrative decision on the action. An emergency review may be held in lieu of mediation on the specific issues, and an interim decision will be issued by the reviewer pending the fair hearing and final administrative decision.

## a) Mediation

1) The Department shall offer mediation to an appellant within 30 calendar days from the date of appeal in an attempt to resolve his or her issues. The appellant may accept or reject an offer to participate in mediation. No issues addressed and determined by an emergency review may be addressed in mediation. If mediation is successful, an agreement is drawn up, with assistance by the mediator, and signed by the parties. This constitutes a resolution of the fair hearing, but the appellant may renege the request for hearing if the agreement is violated.

2) If the dispute is not resolved in mediation, or if the appellant rejects the mediation agreement and the Department receives written notice of this rejection at least 15 calendar days after the mediation session, the appellant may then proceed to the fair hearing.

3) The individual conducting the mediation shall be trained as a mediator and shall have no prior involvement in the case.

4) Any party participating in mediation shall be prohibited from subpoenaing the mediator or documents developed during the mediation process in any subsequent proceedings.

## b) Emergency Review

An emergency review allows for an interim decision pending a fair

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hearing and can be requested by a party. The request for an emergency review must be in writing and shall be submitted to the Administrative Hearings Unit, Department of Children and Family Services, 405 E. Monroe, Springfield, Illinois 62701. ~~166--North--LaSalle--6th--Pilot Chicago--Illinois--66661~~ The emergency review must be requested within ten calendar days after the date of an appeal. A determination will be made whether the issues are appropriate for emergency review. If they are appropriate, the Department shall schedule an emergency review and the reviewer shall issue a decision, which shall include any corrective orders, within ten calendar days from the date of the request for emergency review. The Department shall implement the order within five calendar days from the date the decision was issued by the reviewer. An emergency review is held to consider only the following issues on appeal:

1) Lack of Timely Notice Due to Imminent Risk of Harm

A party may request an emergency review within ten calendar days after the date of appeal on any issue where the Department or provider agency has taken action without timely notice because the child was determined to be at imminent risk of harm. The reviewer shall consider only whether imminent risk of harm existed to justify the Department or provider agency action without timely notice. If the reviewer determines imminent risk of harm did not exist, the reviewer shall order corrective action.

2) Continuing Services Pertaining to Changes in Family Visitation and Placement During the Service Appeal

Where services pertaining to the family visitation plan and changes-in-placement remain unchanged because an appeal has been requested within ten calendar days after the date of notice, a party may request an emergency review, if that party has reasonable cause to believe that imminent risk of harm to the child will result if services remain unchanged during the appeal process. The only issue to be considered by the reviewer is whether imminent risk of harm to the child is likely to result from the stay of action. If the reviewer determines imminent risk of harm to the child is likely to result, the reviewer may order corrective action. In service appeals in which the issue is removal or change of placement of a child, no person has the right to an emergency review, and the Administrative Hearings Unit shall issue no stay of a removal or change in placement, where the Division of Clinical Services of DCFS has staffed the case and determined that to move the child is in the best interests of the child, or where the Division of Child Protection is investigating any person in the home for any allegation of harm described in Appendix B of 99 Ill. Adm. Code 300 (Reports of Child Abuse and Neglect) or where the removal or change of placement of a child is based on a new indicated finding against a person residing in the home.

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c) Fair Hearing  
At a fair hearing, the administrative law judge conducts a hearing in which the Department and all parties may present evidence supporting their position. The administrative law judge then makes a recommendation to the Director of the Department based on the evidence presented at the hearing. The burden of proof shall be on the Department to show by a preponderance of the evidence that the decision made was in the best interests of the child, in accordance with professional social work standards and Department administrative rules.

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

Section 337.50 The Right to a Service Appeal

a) The Department or provider agency shall provide clear written instructions on how to request an appeal. These instructions shall be provided to children and families when the commencement or denial of services occurs, during the intake assessment period, when a decision has been made to change services, during the administrative case review, and at any time services are requested and denied. Instructions shall be provided to foster parents and relative caregivers upon placement of a child, when services are requested and a decision has been made to change services or upon the movement of a child from one substitute-care setting to another.

b) Information and instructions regarding the appeal shall be provided in writing in the appellant's primary language.

c) If the appellant is unable to request a service appeal in writing, the Department or provider agency shall provide assistance to ensure that the request is made in writing.

d) The appeal may be filed by the appellant or his or her authorized representative.

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

Section 337.70 What May Be Appealed

a) Families and Children  
Families and children may appeal the following issues:

- 1) the denial, in whole or in part, of child welfare or day care services in accordance with 89 Ill. Adm. Code 303r (Access to and Eligibility for Day Care Services) requested by families, children, or an individual legally appointed to represent a minor, incompetent or incapacitated person or the failure of the Department or its provider agency to decide, within 30 calendar days after the date of the request, whether to grant or deny

services requested by the parents or children;

- 2) a decision to reduce, suspend or terminate services;
- 3) ~~the choice of a permanency goal or the denial of a request for a change-in-permanency goal;~~
- 3) ~~the failure to complete a service plan within 30 calendar days after a case opening or the failure to review the service plan within the Department's specified time frames;~~
- 4) ~~the failure to provide services as specified in the service plan with reasonable promptness or within the time frames as provided in the service plan;~~
- 5) ~~the frequency or length of family visitation, or failure to arrange parent-child visits when the child is placed out of the home and parental rights have not been terminated, and the frequency or length of sibling visits when children are placed apart;~~
- 5) ~~a change in the placement of the child; or~~
- 7) ~~the imposition of unnecessary services or conditions as part of a service plan.~~

b) By Foster Parents and Relative Caregivers

- 1) Foster parents may appeal the following issues:
  - A) decisions made by the Department or its provider agency that which directly affect the foster parent, such as payment issues, as defined in 89 Ill. Adm. Code 359r [Authorized Child Care Payments];
  - B) decisions made by the Department or its provider agency regarding services provided for the benefit of foster children in their care, such as day care, medical, educational, and psychological services;
  - C) failure to provide services as specified in the service plan for the benefit of the foster children in their care. This does not include services provided to the biological family, such as family therapy or family counseling; and
- b) ~~a change in the child's substitute-care placement; this does not include placement with the biological or adoptive parent(s); or substituting placement for purposes of adoption as ordered by the court; or return to an individual with whom the child resided prior to entering substitute care;~~

2) Relative caregivers may appeal the following issues:

- A) decisions made by the Department or its provider agency that directly affect the relative caregiver, such as payment issues as defined in 89 Ill. Adm. Code 359r [Authorized Child Care Payments];
- B) decisions made by the Department or its provider agency regarding services provided for the benefit of foster children in their care, such as day care, medical, educational, and psychological services;
- C) failure to provide services as specified in the service plan

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for the benefit of the foster children in their care. This does not include services provided to the biological family, such as family therapy or family counseling, and

b) A change in the child's substitute care placement--this does not include placement with the biological or adoptive parent(s); placements for purposes of adoption as ordered by the court or return to an unrelated individual(s) with whom the child resided prior to entering substitute care.

3) Foster parents and relative caregivers have the right to be heard by the Department Bureau of Quality Assurance on issues specified in 89 Ill. Adm. Code 316 (Administrative Case Reviews and Court Hearings) and 316.30 (Decision Review) that 3657-Client-Service Planning--Section 395-09--(Section Review--which issues are not appealable under this Part). However, they will not be considered a party to the service appeal on issues that which may affect residual parental rights and responsibilities. These include, but are not limited to, issues regarding the child's return home, family visitation, the right to consent to adoption, the right to determine the minor's religious affiliation and other issues that which do not directly affect the foster parents themselves or their roles as caregivers of the child. The residual rights and responsibilities of parents are further defined in Section 1-3 of the Juvenile Court Act of 1987 [705 ILCS 405/1-3].

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 337.80 What May Not Be Appealed

The Administrator of the Administrative Hearings Unit will decide whether an issue is appropriate for fair hearing pursuant to Section 337.70 of this Part. Issues inappropriate for a fair hearing include, but are not limited to:

- a) When the sole issue is one of State or federal law regulating the automatic adjustment of services for classes of children and families;
- b) When the Department has already made a final administrative decision on the issue as a result of a previous appeal;
- c) When the issue is not a service issue as defined in 89 Ill. Adm. Code 3037 [Services Delivered by the Department], 89 Ill. Adm. Code 3037 (Access To and Eligibility for Day Care Services), 89 Ill. Adm. Code 3047 (Access To and Eligibility for Child Welfare Services), 89 Ill. Adm. Code 315 (Permanency Planning), 89 Ill. Adm. Code 316 (Administrative Case Reviews and Court Hearings) 3657-Client-Service Planning, and 89 Ill. Adm. Code 3597 (Authorized Child Care Payment). Such issues are to be appealed through a different appeal and administrative hearing process, as identified in 89 Ill. Adm. Code 4357 (Administrative Appeals and Hearings);
- d) An appeal by foster parents or relative caregivers of a change in a child's placement;

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e) An appeal by the family or child of the choice of a permanency goal or the denial of a request for a change in permanency goal;

f) When the issue regards only the Medical Assistance Program under Title XIX of the Social Security Act (42 USC 9-5-6--Section 1196 et seq.). Appeal requests regarding Title XIX services should be sent to the Department of Public Aid;

g) When a court has made a judicial determination or issued an order on the issue being appealed.

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 337.100 How to Request a Service Appeal

a) The appellant shall request a service appeal in writing within 45 calendar days after of the date of notice. The appellant shall include in the request his or her name, address, and a statement of the intent to appeal. The appellant may also submit a general statement of the issues ~~issues~~ appealed and a brief written summary stating his or her position regarding the Department's decision, and may include additional information for the Department to consider as to why the Department should change its decision.

b) If the appellant wishes the services to remain unchanged during the time of the appeal, the appellant shall request an appeal in writing within ten calendar days after of the date of notice.

c) The request for a service appeal must be in writing and shall be submitted to the Administrative Hearings Unit, Department of Children and Family Services, 406 E. Monroe Street, Springfield, Illinois 62701 #69-North-BeSatter-6th-Picor-Enicency-Illinois--68601.

d) If the appellant is unable to request a service appeal in writing, the Department or provider agency shall provide assistance to ensure that the request is made in writing.

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 337.170 Fair Hearing Appeal Rights

a) The Department carries the burden of proof in showing by a preponderance of the evidence that the decision made or action taken will be ~~was~~ in the best interests of the child, in accordance with professional social work standards and Department administrative rules.

b) The appellant has the right to request a rescheduling or continuance of the hearing when:

- 1) the appellant, his or her representative, or witness is not available, and the appellant can demonstrate adequate cause for the lack of availability;

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- 2) the appellant and the agency are in the process of negotiating an agreement to resolve the issue in dispute;
- 3) additional time is needed to respond to expert evidence produced pursuant to subsection (g) below.

The time period from the date of request until the new hearing date shall not be considered as part of the 90 day time frame the Department has to issue and implement its final administrative decision.

- c) A party may require a person's attendance at the hearing if the person has information relevant to the issues in dispute by asking the administrator of the administrative hearings unit to issue appropriate subpoenas. Witness fees and travel expenses for persons requested by the parties, other than Department employees or provider agency staff under contract with the Department, are the responsibility of the parties making the request.
- d) A party may bring a representative, including legal counsel, and witnesses to the hearing at the party's expense.
- e) Upon the request of a party, or when the need is demonstrated, the Department shall provide an interpreter at no cost if English is not the party's primary language, or if the party is hearing impaired.
- f) Any prehearing motions shall be filed with the administrative law judge at least 10 calendar days before the hearing, unless the party filing the motion can show the required evidence or information was not available within the required time frame. Copies shall be provided simultaneously to the Administrator of the Administrative Hearings Unit and all other parties.
- g) At least five calendar days before the fair hearing, each party shall disclose to every other party the documents, a list of witnesses, and other evidence the party intends to introduce at the hearing. If a party fails to disclose evidence and then seeks to introduce it at the hearing, the administrative law judge shall have the authority to rule on whether to admit or exclude the evidence. In determining the appropriate sanction, the administrative law judge shall consider the surprise or prejudice to the other parties, including prior disclosure at administrative case review, mediation and emergency review. The administrative law judge's authority includes adjourning or continuing the hearing to a later time or date to permit the other parties to examine the evidence and prepare their cases accordingly. The period between disclosure of the evidence and rescheduling the hearing shall not be considered in the 90 calendar day time frame the Department has to issue and implement its final administrative decision.
- h) The parties have the right to obtain examining physician's reports, medical review team's decisions, or medical assessments at the expense of the Department, if the administrative law judge deems this information is necessary and pertinent to the issue under appeal.
- i) During the fair hearing, the parties have the right to:
- 1) present and question witnesses;
  - 2) present any information relevant to the issues;

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- 3) question or disprove any information, including an opportunity to question opposing witnesses; and
- 4) dispose of any disputed issue by mutually agreeing to a resolution.

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.)

## Section 337.220 The Final Administrative Decision

The Director of the Department may agree, or disagree with or modify the administrative law judge's recommendation based upon what will be in the best interests of the child, in accordance with professional social work standards and Department administrative rules. The Director will then issue a decision that which will be the final administrative decision of the Department. The Director shall send the final administrative decision to those listed in Section 337.230 of this Part. If the decision requires corrective action by the Department, the Director shall appoint a Department staff person who shall be responsible for assuring that prompt corrective action will be taken by the Department or provider agency within 90 days from the date of the appeal in compliance with the final administrative decision. Notice of who is responsible for corrective action will be given to the appellants along with the final administrative decision.

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.)

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- 1) Heading of the Part: Accreditation of Laboratories for Drinking Water, Wastewater and Hazardous Waste Analyses

2) Code Citation: 35 Ill. Adm. Code 186

3) Section Numbers: Proposed Action:

186.110 Amendment  
 186.111 Amendment  
 186.112 Amendment  
 186.120 Amendment  
 186.125 Repeal  
 186.130 Repeal  
 186.135 Repeal  
 186.140 Repeal  
 186.145 Repeal  
 186.150 Repeal  
 186.155 Repeal  
 186.160 Repeal  
 186.165 Repeal  
 186.170 Repeal  
 186.175 Repeal  
 186.180 Amendment  
 186.185 Repeal  
 186.190 Repeal  
 186.195 Repeal  
 186.200 Repeal  
 186.205 Repeal  
 186.210 Repeal  
 186.215 Amendment  
 186.220 Amendment  
 186.230 New  
 APPENDIX A Repeal

- 4) Statutory Authority: Implementing and authorized by Section 140(l)(1)(D) of the Safe Drinking Water Act [42 USC 300(f)(1)(D)], Subpart C of the National Interim Primary Drinking Water Regulations [40 CFR 141.21 through 141.30], the Clean Water Act [32 USC 1251], the Illinois Environmental Protection Act [415 ILCS 5], and authorized by Section 4(n) and (o) of the Illinois Environmental Protection Act [415 ILCS 5/4(n) and (o)].

- 5) A Complete Description of the Subjects and Issues Involved: In January 1998, the Illinois EPA Environmental Laboratory Accreditation Program (IL ELAP) applied for NELAP recognition as an accrediting authority under the USEPA's National Environmental Laboratory Accreditation Program (NELAP/NELAC). At the NELAC V annual conference (June 28-July 1, 1999), the USEPA announced the first class of "NELAP-recognized" accrediting authorities, including IL ELAP.

This recognition gave IL ELAP the authority to grant NELAP (national)

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accreditation to laboratories participating in its accreditation program.

As a NELAP-recognized accrediting authority, IL ELAP is required to accredit laboratories to the adopted NELAC standards. The IL ELAP Part 186 regulations must be updated to reflect these adopted NELAC requirements. Each year at the Annual NELAC Conference there is a potential for the NELAC requirements to change. Therefore, the Illinois EPA is amending Part 186 to incorporate by reference the NELAC standards.

- 6) Will this proposed amendment replace an emergency amendment currently in effect? No

- 7) Does this rulemaking contain an automatic repeal date? No

- 8) Does this proposed amendment contain incorporations by reference? Yes

- 9) Are there any other proposed amendments pending on this part? No

- 10) Statement of Statewide Policy Objectives: This rulemaking does not create or expand a mandate under Section 3 of the State Mandates Act [30 ILCS 805/3].

- 11) Time, Place and Manner in which interested persons may comment on this proposed rulemaking: Written comments may be submitted within 45 days after the publication of this notice to:

Joey Logan-Wilkey, Assistant Counsel  
 Division of Legal Counsel  
 Illinois Environmental Protection Agency  
 1021 North Grand Avenue East  
 Post Office Box 19276  
 Springfield, Illinois 62794-9276  
 (217) 782-5544

- 12) Initial Regulatory Flexibility Analysis:

A) Types of small businesses, small municipalities and not for profit corporations affected: Small environmental laboratories will continue to be required to meet the NELAC standards. The proposed rules should not result in additional expenses.

B) Reporting, book keeping or other procedures required for compliance: All laboratories will be required to do the reporting, bookkeeping, and other procedures necessary to maintain accreditation.

C) Types of professional skills necessary for compliance: The amendments to these rules do not require additional professional skills for compliance. Laboratories will continue to be required to have

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professional laboratory skills for maintenance of accreditation.

- 1) Regulatory Agenda on which this rulemaking was summarized: July 2000

The full text of the Proposed Amendments begins on the next page:

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## TITLE 35: ENVIRONMENTAL PROTECTION

## SUBTITLE A: GENERAL PROVISIONS

## CHAPTER II: ENVIRONMENTAL PROTECTION AGENCY

## PART 186

ACCREDITATION OF ENVIRONMENTAL LABORATORIES FOR DRINKING-WATER,<sup>7</sup>  
WASTEWATER AND HAZARDOUS-WASTE ANALYSES

Section	Purpose
186.105	Scope and Applicability
186.110	Incorporation by Reference
186.115	Definitions
186.120	Application Process (Repealed)
186.125	Accreditation Procedures and References to Accreditation (Repealed)
186.130	On-Site Evaluations (Repealed)
186.135	Personnel Requirements (Repealed)
186.140	Laboratory Equipment and Materials (Repealed)
186.145	Laboratory Facilities (Repealed)
186.150	Calibration (Repealed)
186.155	Quality Assurance/Quality Control (Repealed)
186.160	Quality Assurance Plan (Repealed)
186.165	Performance Evaluation Sample Testing (Repealed)
186.170	Performance Evaluation Testing Programs (Repealed)
186.175	Fields of Testing
186.180	Sample Acceptance and Receipt (Repealed)
186.185	Record Keeping, Sample Tracking and Reporting (Repealed)
186.190	Subcontracting (Repealed)
186.195	Reciprocity (Repealed)
186.200	Acceptance of Out-of-State Accreditation (Repealed)
186.205	Suspension, Revocation and Denial of Accreditation (Repealed)
186.210	Hearing, Decision and Appeal
186.215	Confidential Documents
186.220	Severability
186.225	On-site Assessment and Proficiency Testing Laboratory Expenses
186.230	

## APPENDIX A

Required Method Detection Limits (MDL) or Pattern Recognition Levels (PRL) for Drinking Water Laboratory Accreditation (Repealed)

AUTHORITY: Implementing and authorized by Section 1401(1)(D) of the Safe Drinking Water Act [42 USC 300f(1)(D)], Subpart C of the National Interim Primary Drinking Water Regulations [40 CFR 141.21 through 141.30], the Clean Water Act [32 USC 1251], the Illinois Environmental Protection Act [415 ILCS 5], and authorized by Section 4(n) and (o) of the Illinois Environmental Protection Act [415 ILCS 5/4(n) and (o)].



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SOURCE: Adopted at 22 Ill. Reg. 5546, effective March 4, 1998; amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

## Section 186.110 Scope and Applicability

- a) A laboratory accredited by the Agency pursuant to this Part must comply with the standards adopted at the National Environmental Laboratory Accreditation Conference (NELAC). The NELAC uniform standards are contained in the following five chapters and related appendices: this Part establishes general provisions applicable to the accreditation program for laboratories administered under this Part.
  - 1) The Glossary, set forth in Appendix A to Chapter 1, contains the definitions of terms that are used throughout the NELAC standards to assure the consistency of their use and interpretation.
  - 2) Chapter 2 sets forth the criteria for the proficiency testing (PT) program. Laboratory participation in PT programs fulfills one part of the quality assessment requirements of NELAC. The PT programs in which a laboratory must participate to become accredited are defined, as well as the criteria for samples, PT providers, and acceptance limits.
  - 3) Chapter 3 describes the essential elements that are to be included in an on-site assessment and the requirements for an accrediting authority conducting on-site assessments. Chapter 3 also describes the qualifications and requirements for assessors as well as the program elements to ensure uniform and consistent implementation of the NELAC standards.
  - 4) Chapter 4 describes the accreditation process the laboratory must follow to be recognized as a NELAC laboratory. The chapter also defines the period of accreditation and the process for maintaining, awarding, and revoking accreditation.
  - 5) Chapter 5 and the related appendices describe the elements of the laboratory quality system. This chapter details the quality assurance/quality control requirements to ensure that all accrediting authorities will evaluate laboratories consistently and uniformly.
  - 6) Chapter 6 establishes the procedures and operating requirements established by NELAC for an accrediting authority to become nationally recognized, and provides the policies and criteria that an accrediting authority must meet to apply for and maintain recognition.
- b) Nothing in this Part shall prevent laboratories from performing any quality control or other tests when the State has not required such tests to be performed by an accredited laboratory.
- c) Unless the contrary is clearly indicated, all references to "Sections" in this Part are to the Ill. Adm. Code, Title 35: Environmental Protection. For example, Section 186.105 of this Part is 35 Ill. Adm. Code 186.105.
- d) Unless the contrary is clearly indicated, all references to singular

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nouns include the plural noun, and all references to plural nouns include the singular, for example the word "laboratory" also includes multiple "laboratories."

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.)

## Section 186.115 Incorporation by Reference

- a) The Agency incorporates the following documents by reference.
  - 1) EPA600/R-99/068, "National Environmental Laboratory Accreditation Conference: Constitution, Bylaws, and Standards," July 2001; and
  - 2) "Test Methods for Evaluating Solid Waste, SW846", "Laboratory Manual Physical/Chemical Properties", volumes 1a, 1b and 1c, 3rd edition, Office of Solid Waste and Emergency Response, Environmental Protection Agency, available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402 Room 199-Federal Building, P.O. Box 371957, Pittsburgh, Pennsylvania 15250-9954; (202) 512-1800 or online at www.epa.gov/sw-846 703-3236.
- "Standard Methods for the Examination of Water and Wastewater," 18th edition (1992)--available from the American Public Health Association--1815 Fifteenth Street--NW--Washington--BE-20005 (referred to as "Standard Methods");
- ASTM--E1361-95--"Standard Guide for Proficiency Testing--by Interlaboratory Comparisons," approved October 1977-1995 (January 1996)---American Society for Testing and Materials--(ASTM); Copies of ASTM methods may be obtained from the American Society for Testing and Materials--100--Bar--Harbor--Drive---West Conshohocken, Pennsylvania 19380-7559; (610) 832-9585
- EPA--N601-8-91237--"Standard Operating Procedure for Bend-in Paine-by Hotplate or Microwave-Based Acid Digestions and Atomic Absorption or Inductively Coupled Plasma-Emission Spectrometry" available from N6157-PB92-114172--National Technical Information Service--(NTIS)--United States Department of Commerce--5285--Port Royal Road--Springfield--Virginia--22161--(800) 553-6847
- EPA--N601-8-91237--"Methods of Chemical Analysis of Water and Wastes" (March 1993)--available from the--USEPA--National Environmental Research Laboratory--Cincinnati--OH-45268
- "Quality Assurance--Principles for Analytical Laboratories," 2nd edition-1997--available from Association of Official Analytical Chemists--(AOAC)--1111 North Nineteenth Street--Suite--210 Arlington--Virginia--22209



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BPA--No. 815-B-97-0017;--Manual--for--the--Certification--of  
Laboratories--Analyzing--Drinking--Water; 4th--edition; March--1997;  
EPA--Environmental--Protection--Agency--Office--of--Water--Office--of  
Ground--Water--and--Drinking--Water--Technical--Support--Center;  
Cincinnati; Ohio--45366;

"Quality--Assurance--for--Chemical--Measurements;"--from--Lewis  
Publishers--inc.; 121--South--Main--Street; P.O. Drawer--519; Chelsea  
Michigan--48118;

- b) The Agency incorporates the following Sections of federal regulations by reference:

- 1) 40 CFR 136.3 Table 1C, Table 1B, Table 1D (20011997),  
40 CFR 136.4 (20011997),  
40 CFR 136.5 (20011997),  
40 CFR 136 Appendix A (20011997),  
40 CFR 136 Appendix B (20011997),  
40 CFR 136 Appendix C (20011997),  
40 CFR 136 Proposed Rule October 18, 1995; "Guidelines  
Establishing Test Procedures for the Analysis of Pollutants: New  
Methods";
- 2) 40 CFR 141.23(k) (20011997),  
40 CFR 141.24(e) (20011997),  
40 CFR 141.24(f) (20011997),  
40 CFR 141.27 (20011997), and  
40 CFR 143.4 (20011997);  
40 CFR 141.40(h)(1) (20011997), and  
40 CFR 136.141, 143 Direct Final Rule, January 16, 2001;  
"Guidelines Establishing Test Procedures for the Analysis of  
Pollutants Under the Clean Water Act; National Primary Drinking  
Water Regulations; and National Secondary Drinking Water  
Regulations; Methods Update".

- c) This Section incorporates no later amendments or editions.

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective  
\_\_\_\_\_)

## Section 186.120 Definitions

For the purposes of this Part, unless otherwise specifically defined or the context clearly requires a different meaning:

"Acceptance--limits" means the data quality limits specified for analytical method performance;

"Accreditation" means the issuance by the Agency of certificates of competency to laboratories meeting the minimum standards established by the Agency in this part; Accreditation is not a guarantee of the

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validity of the data generated by the accredited laboratory;

"Accredited--laboratory" means a laboratory that has met the criteria established by this Part;

"Accrediting authority" means the State or Federal Agency having the responsibility and accountability to grant accreditation to laboratories;

"Accuracy" means a measure of the degree of agreement between an observed value generated by a specific procedure and a true value. Accuracy includes a combination of random error (precision) and systematic error (bias) components which are due to sampling and analytical operations;

"Act" means the Illinois Environmental Protection Act (415 ILCS 5).

"Agency" means the Illinois Environmental Protection Agency. The Agency administers the environmental laboratory accreditation program. The Agency serves as the accrediting authority (primary and secondary), and the assessor body, unless the Agency designates a third party assessor body.

"ASBW" means the American Society for Testing and Materials--West Conshohocken, PA; a not-for-profit voluntary standards development system;

"Analyte" means a chemical element, chemical compound, or physical property;

"Analyte of interest" means the chemical element, chemical compound, or physical property for which the laboratory is performing an analysis to determine the quantity in a sample for reporting purposes to this Part;

"Analyzed reagents (AR)" means chemicals analyzed for impurities where the level of impurities is reported in accordance with specifications of the Committee on Analytical Reagents of the American Chemical Society;

"Analytical standard" means a solution of a compound or a mixture of compounds of known purity in an appropriate solvent used to prepare calibration standards; An analytical standard may be traceable to NIST standard reference materials;

"Applicant laboratory" means any laboratory seeking initial accreditation;

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"Applications" means a verified written request for accreditation containing all the information required in Section 186.115 of this Part;

"Application package" means the application, invoice, accreditation fee and related materials described in Section 186.115 of this Part;

"Approved performance evaluation program" means a performance evaluation program which meets the requirements of Section 186.115 of this Part;

"Approved test methods" means the analytical methods specified in Section 186.180 of this Part;

"ASPM-E391-95" means "Standard Guide for Proficiency Testing by Interlaboratory Comparisons";

"Audit" means a thorough systematic qualitative examination of a laboratory for compliance with this Part, including but not limited to an examination of any of the following facilities, equipment, personnel, training, procedures, documentation, record keeping, data verification, data validation, data management, data reporting or any aspect of the laboratory's activities which affect the laboratory's ability to meet the Agency's conditions for accreditation or comply with this Part;

"Batch" means one to 20 environmental samples of the same matrix that are prepared together with the same process and personnelly using the same lot of reagents with a maximum time between the start of processing of the first sample and the start of processing of the last sample being 24 hours;

"Bias" means the systematic or persistent distortion of a measurement system which causes errors in one direction; this expected sample measurement is different from the true value;

"BI-Weight program" means the computer program utilized by the US EPA to evaluate performance evaluation study data; the BI-Weight program uses statistical evaluation procedures that are robust to outliers; the BI-Weight program can be obtained from the United States Environmental Protection Agency, National Exposure Research Laboratory, National Water Quality Assurance Programs Branch, Ecological Exposure Research Division, Cincinnati, OH 45268;

"Blind sample" means a subsample for analysis with a composition known to the submitter that is used to test the analyst's analysis in training or technical proficiency in the execution of the measurement system; the analyst, analyst in training, or

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technician may know the identity of the sample but not its composition; the laboratory management may know the identity and composition of the blind sample;

"Calibrate" means initial calibration;

"Calibration blank" means a volume of distilled or deionized water containing the same reagents, solvents, acids or preservatives contained in the calibration standards; the calibration blank is used to determine the response of the instrument to the zero concentration of an analyte of interest;

"Calibration standard" means a solution of an analyte or mixture of analytes of known purity in an appropriate solvent used to calibrate the analytical instrument response with respect to analyte concentration;

"Certificate (certificate of approval)" means a document issued by the Agency to a laboratory that has met the criteria and conditions for accreditation as set forth in this Part; the certificate may be used as proof of accredited status; a certificate is always accompanied with a scope of accreditation;

"Certification" means accreditation;

"Certified laboratory" means an accredited laboratory;

"Certifying authority" means an accrediting authority;

"Chromatographic range" means the time frame over which analytes move out of the chromatography column;

"Competence" means the ability of a laboratory to meet the Agency's conditions for accreditation and to conform to the criteria contained in this Part;

"Confidence interval" means that range of values calculated from an estimate of the mean and standard deviation which is expected to include the population mean with a stated level of certainty;

"Continuing calibration verification (CCV) check" means the analysis of a continuing calibration verification check standard to determine the state of calibration of an instrument between recalibrations as required by Section 186.115 of this Part;

"Continuing calibration verification check standard" means a solution of an analyte or mixture of analytes of known purity in an appropriate solvent used to perform the continuing calibration verification check;

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"the source of the analyte may be the same as the source of the calibration standard source or it may be a second source;

"controlled access storage means a refrigerator, cooler, room or building in which samples are held and from which samples may be removed only by authorized laboratory personnel;

"corrective action means an action taken by the laboratory to eliminate or correct the causes of an existing nonconformance in order to prevent the recurrence of the nonconformance;

"corrective action plan means a plan of corrective actions;

"deficiency means a failure of a laboratory to meet any requirement of this Part;

"deficiency report means a narrative from the Agency which details areas of noncompliance with this Part;

"peak audit means an audit of a laboratory's documentation maintained pursuant to this Part;

"Director means the Director of the Illinois Environmental Protection Agency;

"document means any written or pictorial information describing defining, specifying, reporting or certifying any activity, regulatory procedure or result;

"drinking water means water used or intended for use as potable water;

"drinking water analyses means analyses performed on water used or intended for use as potable water;

"drinking water sample data means analytical results generated by drinking water analysis;

"subjective date means the date of Agency correspondence to a laboratory;

"environmental analyses means measurement information results generated through the analyses of environmental samples;

"environmental samples means samples excluding any laboratory generated quality control samples such as matrix spikes, duplicates and laboratory control samples for which the laboratory analyzed results will be reported pursuant to this Part.

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"environmental sample data means measurement data generated through the analysis of environmental samples;

"EPA-801-680/9-01/213 means "Standard Operating Procedure for Lead in Paint by Hotplate or Microwave-Based Acid Digestions and Atomic Absorption or Inductively Coupled Plasma-Emission Spectrometry;"

"evidentiary chain of custody means the procedures and records which ensure that an intact continuous written record tracing the possession and handling of samples from the point that clean sample containers are provided by the laboratory or the point of sample collection through disposal are maintained;

"HPLC means performance evaluation report means a statement prepared by the USEPA or an Agency approved performance evaluation program that describes or evaluates a laboratory's performance after the laboratory's analyses of performance evaluation samples;

"initial calibration means the analyses of calibration standards for a series of different specified concentrations of an analyte of interest used to define the linearity and dynamic range of the response of the instrument to an analyte;

"initial calibration verification check means analysis of an initial calibration verification check standard to determine the state of calibration of an instrument before sample analysis is initiated as required by Section 186.135 of this Part;

"initial calibration verification check standard means a solution of an analyte or mixture of analytes of known purity in an appropriate solvent used to perform the initial calibration verification check;

"initial demonstration of method performance (IDMP) study means the procedures performed by an analyst that ensure that the analyst does not analyze unknown samples via a new or unfamiliar method prior to obtaining experience as described in Section 186.160 of this Part;

"inorganic means all parameters not included in organic parameters;

"laboratory means a facility that is equipped and used for the testing of samples for the fields of testing described in Section 186.180 of this Part and the approved test methods specified in Section 186.180 of this Part; A laboratory with a main facility and an annex in the same city as the main facility and within 5 miles of the main facility may be considered one laboratory;

"laboratory control sample means an uncontaminated sample matrix with known quantities of analytes; the analytes shall be obtained from a

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"second source"--the laboratory control sample is analyzed exactly like a sample to determine whether the measurement system is performing as expected--using the evaluation procedures described in Section 166.169 of this Part and to determine whether the laboratory is capable of making accurate and unbiased measurements;

"nearest precise step"--means the part of the analytical procedure that results in the greatest error in measurement;

"linear calibration range"--means linear dynamic range;

"linear dynamic range"--means the range of concentrations over which the analytical system exhibits a linear relationship between the amount of material introduced into the instrument and the instrument's response;

"mitigation sample"--means a sample knowingly analyzed by the laboratory for possible legal action;

"major remodeling"--means any remodeling of the laboratory facility that requires the acquisition of a local building permit;

"matrix"--means the predominant material of which the sample to be analyzed is composed;--Sample matrices are:

"Aqueous"--means any aqueous sample other than drinking water; potable water; or saline or estuarine waters;

"Drinking water"--means water used or intended for use as potable water;

"Non-aqueous liquid"--means any organic fluid with a 158-settleable solids;

"Saline or estuarine waters"--means any aqueous sample from an ocean or estuary;

"Solids"--means soils, sediments, sludges and other matrices with a 158-settleable solids; or

"Chemical waste"--means a product or by-product of an industrial process that results in a matrix not previously defined;

"Matrix spike"--means an aliquot of a matrix fortified (spiked) with known quantities of specific analytes and subjected to the entire analytical procedure in order to determine the effect of the matrix on an approved test method's recovery system;

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"Matrix spike duplicate"--means a replicate matrix spike that is prepared and analyzed in order to determine the precision of the approved test method;

"Measurement system"--means any instruments, gauges, tools, devices, equipment, procedures, methods or aggregates thereof, used to acquire or control sample data generated pursuant to this Part;

"Method"--means a procedure or technique for performing an activity (for example sample preparation and sample analysis);

"Method blank"--means a sample which does not contain an analyte of interest above an acceptable level pursuant to Section 166.160 and which is processed simultaneously with and under the same conditions as samples being analyzed for analytes of interest;

"Method detection limit (MDL)"--means the minimum concentration of a substance that can be measured and reported with 99% confidence that the analyte concentration is greater than zero and is determined from analysis of a sample in a given matrix type containing the analyte. Unless specified by the approved test method, the method detection limit shall be determined using the procedures specified in Section 166.160 of this Part;

"Megahm/cm"--means megohm-centimeter;

"mg"--means milligram;

"mug/cm"--means micromhos per centimeter;

"National Environmental Laboratory Accreditation Conference"--means a voluntary association of state and federal agencies whose purpose is to establish and promote mutually acceptable performance standards for the operation of environmental laboratories;

"Nest compound"--means an undiluted compound;

"NESH"--means the United States Department of Commerce Technology Administration National Institute of Standards and Technology (formerly National Bureau of Standards);

"Nonconformance"--means a deficiency of a laboratory to meet any requirement of this Part;

"On-site evaluation"--means the physical process of inspecting a laboratory to assess the ability of the laboratory to meet the Agency's conditions for accreditation and to assess the laboratory's conformance with the criteria contained in this Part;

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"On-site evaluation deficiency report" means a report generated by the Agency in response to nonconformances noted in the course of a laboratory on-site evaluation.

"Operating condition" means the state of the measurement system when samples are analyzed.

"Organic" means all analytes analyzed by all forms of gas chromatography and high pressure liquid chromatography (excluding ion chromatography).

"Parameter" means an analyte.

"Pattern-of-peak-profile-recognition-for-identification" means a series of chromatographic peaks used to identify multi-component analytes such as the aromatics, petroleum products, toluene and technical chlordane. The series of peaks used to identify a multi-component analyte have characteristic sizes, shapes, and retention times.

"PQA" means performance evaluation.

"Performance evaluation program" means the aggregate of providing rigorously controlled and standardized samples to a laboratory for analysis; reporting of results; statistical evaluation of the results in comparison to peer laboratories and the collective demographics and results summary of all participating laboratories.

"Performance evaluation sample" means a sample prepared and supplied either by the Agency or an Agency-approved performance evaluation program whose composition is unknown to the laboratory management analyst, analyst-in-training, and technician. The performance evaluation sample is provided to test whether the laboratory can produce analytical results within specified performance limits.

"Performance evaluation testing" means the determination of laboratory performance by means of comparing and evaluating tests on the same or similar items or materials by two or more laboratories in accordance with predetermined conditions.

"Performance evaluation study" means a single testing event within a performance evaluation program.

"Plan-of-corrective-action" means a report, including specific items addressed and specific dates of completion, generated by a laboratory in response to an Agency issued notification of nonconformance with this Part.

"Precision" means the measure of mutual agreement among individual measurements of a sample usually under prescribed similar conditions usually expressed as the standard deviation, variance or range, in either absolute or relative terms.

"Preliminary performance evaluation report" means a statement prepared by a laboratory which is sent to the US EPA or an Agency approved performance evaluation program which lists the laboratory's results obtained from the analyses of performance evaluation samples and the approved test method used to obtain the results.

"Quality assurance" means an integrated system of activities involving planning, quality control, quality assessment, reporting and quality improvement to ensure that a product or service meets the requirements of this Part.

"Quality assurance plan (QAP)" means a written description of the laboratory's integrated system of activities involving planning, quality control, quality assessment, reporting and quality improvement to ensure that a product or service meets defined standards of quality with a stated level of confidence.

"Quality control" means the overall system of technical activities whose purpose is to measure and control the quality of a product or service so that it meets the needs of users.

"Quality control acceptance limits" means the statistically determined or approved test method specified limits within which a single measurement quality control data point, series of measurements or series of quality control data points will fall when the analytical process is producing data of satisfactory quality.

"Quality control chart" means a graphical plot of data points used to demonstrate statistical control and monitor a measurement process. The charts have a vertical scale plotted in units of the analytical results, a horizontal scale in units of time or sequence of results, and lines within which or around which the data points are expected to lie.

"Quality control check sample" means an aliquot of method blank fortified with a solution of the analytes of interest of known concentration obtained from an outside source. The quality control check sample is used to check either laboratory or instrument performance.

"Quality control procedures" means the activities used to measure and monitor the accuracy and reliability of an analytical procedure or method.

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"Quantitating" means the arithmetic process of determining the amount of analyte in a sample;

"Replicates" means two or more equal aliquots taken from the same sample container and analyzed independently for the same constituent;

"Revocation" means the withdrawal of all or part of a laboratory's accreditation by the Agency;

"Sample" means any solution or media introduced into an analytical instrument on which an analysis is performed excluding calibration standards; initial calibration verification check; standard; calibration blanks; and continuing calibration verification check standards;

"Sample tracking" means an unbroken trail of accountability that ensures the physical security of samples, data, and records;

"Sample duplicate" means two equal aliquots taken from the same sample container and analyzed independently for the same constituent;

"Scope of accreditation" means a document issued by the Agency which lists the field of testing, approved test methods, and analytes for which the laboratory is accredited;

"Second source" means a different vendor or manufacturer or different lots from the same vendor or manufacturer;

"Spike concentration" means a specified amount of an analyte of interest in a matrix spike; laboratory control sample or quality control check sample;

"Stable" means resistant to displacement or change;

"Standard operating procedure (SOP)" means a written laboratory specific document which details the method of an operation, analysis or action whose techniques and procedures are thoroughly prescribed and which is accepted as the method for performing certain routine or repetitive tasks;

"Statistical outlier test" means a mathematical process for determining that an observation is unusually large or small relative to the other values in a data set;

"Subrogate" means an organic compound which is similar to the analytes of interest in chemical composition and behavior in the analytical process but which is not normally found in environmental samples;

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"Suspension" means the temporary removal of all or part of a laboratory's accreditation for a defined period of time; the purpose of suspension is to allow a laboratory time to correct deficiencies or areas of noncompliance with program requirements as defined by this Part;

"Standard Methods" means Standard Methods for the Examination of Water and Wastewater, 18th Edition, 1992;

"System" means a technical operation that consists of the determination of one or more characteristics or performances of a given product, material, equipment, organism, physical phenomenon, process or service according to a specified procedure;

"Traceability" means the property of a result of a measurement whereby it can be related to appropriate standards usually international or national standards through an unbroken chain of comparisons;

"True value" means the accepted or actual value of the quantity being measured;

"USEPA" means the United States Environmental Protection Agency;

"USEPA Water Pollution (WP) Performance Evaluation Study" means a performance evaluation program sponsored by the USEPA in which participation may be established by contacting the Illinois Environmental Protection Agency, Bureau of Water, Compliance Assurance, P.O. Box 19276, Springfield, Illinois 62794-9276;

"USEPA Water Supply (WS) Performance Evaluation Study" means a performance evaluation program sponsored by the USEPA in which participation may be established by contacting the Illinois Environmental Protection Agency, Division of Laboratories, Quality Assurance Section, Environmental Laboratory Accreditation Program, P.O. Box 19276, Springfield, Illinois 62794-9276;

"Validation" means confirmation by examination and provision of objective evidence that the particular requirements for a specific intended use are fulfilled; Validation is the process of examining a sample result to determine conformance with user's needs;

"Verification" means confirmation by examination of and provision of objective evidence that specified requirements have been fulfilled; Verification is the process of examining a result of a given activity to determine conformance with this Part;

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)



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## Section 186.125 Application Process (Repealed)

- a) All laboratories accredited or seeking accreditation shall annually submit by certified mail a completed application package in the manner described in this Section.
- 1) The Agency shall send no later than 90 days prior to the anniversary date of initial certification an application package to the accredited laboratories.
- 2) The Agency shall send upon request an application package to those laboratories seeking initial accreditation, acceptance of out-of-state accreditation or reciprocity.
- b) All laboratories accredited or seeking accreditation shall annually submit by certified mail appropriate fees as required in Section 17-0 of the Act and 35 Ill. Adm. Code 186.
- c) All laboratories accredited or seeking accreditation shall simultaneously submit the application package and the appropriate fees:
- 1) The Agency shall send written notification to an accredited laboratory that submits the appropriate fees and fails to submit an application package. The Agency will revoke the laboratory's accreditation if the laboratory fails to submit an application package within the 15 days after receipt of its subsection (c)(1) written notification.
  - 2) The Agency shall send written notification to an accredited laboratory that submits an application package and fails to submit the appropriate fees. The Agency will revoke the laboratory's accreditation if the laboratory fails to submit the appropriate fees within the 15 days after receipt of its subsection (c)(2) written notification.
  - 3) The Agency shall send written notification to an accredited laboratory that fails to submit the appropriate fees and fails to submit an application package. If the laboratory fails to submit the appropriate fees and application package within the 15 days after receipt of its subsection (c)(3) written notification, the laboratory's accreditation will expire and the laboratory may apply for initial accreditation.
  - 4) If a laboratory seeking initial accreditation submits a completed application package but does not submit the appropriate fees by the date indicated by the Agency, the application package will be mailed back to the laboratory with a letter of refusal.
  - 5) If a laboratory seeking initial accreditation submits the appropriate fees but does not submit an application package, the Agency will notify the laboratory in writing within 15 days after receipt of the fees. If the laboratory does not submit the application package within the date specified in the Agency's notification, the laboratory's accreditation request shall be denied.
  - 6) The application package requests information that is essential for

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- accreditation:
- 1) The laboratory shall include the following information in its completed application:
    - A) purpose of the application (new or renewal) of accreditation;
    - B) the complete laboratory name;
    - C) the laboratory mailing address;
    - D) the telephone number and, if available, electronic mail address and teletex/fax numbers for the laboratory;
    - E) the name of the laboratory owner;
    - F) the name of the laboratory contact person for the accreditation program;
    - G) the name of the laboratory quality assurance officer;
    - H) the laboratory hours of operation;
    - I) the type of laboratory, for example, commercial, federal, public, water system;
    - J) the fields of testing for which the laboratory is requesting accreditation pursuant to Section 186.189 of this Part;
    - K) the name, education and experience of the laboratory director pursuant to Section 186.190 of this Part;
    - L) the name, education and experience of laboratory supervisors, quality assurance officer, analyst, analysts in training and technicians pursuant to Section 186.191 of this Part;
    - M) a list of the approved test methods and analytes for which the laboratory is requesting accreditation pursuant to Section 186.190(b) of this Part; and
    - N) the laboratory's quality assurance plan pursuant to Section 186.195 of this Part.
  - 2) Laboratories seeking initial accreditation additionally must submit:
    - A) the three most recent primary and final laboratory performance evaluation (PE) sample results according to Section 186.190 of this Part;
    - B) the most recent method detection limit (MDL) study for each analyte and approved test method for which the laboratory is seeking accreditation pursuant to Section 186.190 of this Part;
    - C) the most recent analyst specific initial demonstration of method performance (BMP) study for each analyte and approved test method for which the laboratory is seeking accreditation pursuant to Section 186.190 of this Part;
    - D) the most recent linear dynamic range or linear calibration range determination for each analyte and approved test method (as applicable) for which the laboratory is seeking accreditation pursuant to Section 186.190 of this Part;
    - E) Laboratories that are renewing accreditation may clearly indicate on the application that the information required in subsections



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(d)(1)(C) through (N) has not changed in lieu of resubmitting the information required in those subsections.

- 4) Laboratories that are renewing accreditation may be required to submit documentation pursuant to Section 186.190 of this Part verifying compliance with the requirements of this Part. The Agency will randomly select the documentation required. The documentation required will be selected from but is not limited to:

- A) Initial calibration of instrumentation and equipment pursuant to Section 186.155 of this Part;
  - B) Continuing calibration verification (CCV) check standard analyses for instrumentation and equipment pursuant to Section 186.155 of this Part;
  - C) Method blank analyses pursuant to Section 186.160 of this Part;
  - D) Matrix spike analyses pursuant to Section 186.160 of this Part;
  - E) Laboratory control sample analyses pursuant to Section 186.160 of this Part;
  - F) Matrix spike duplicate and sample duplicate analyses pursuant to Section 186.160 of this Part;
  - G) Surrogate compound analyses pursuant to Section 186.160 of this Part;
  - H) Tabulations of quality control sample results pursuant to Section 186.160 of this Part;
  - I) Quarterly quality control sample analyses pursuant to the approved test methods and Section 186.160 of this Part;
  - J) Analyst specific EMP study pursuant to Section 186.160 of this Part;
  - K) MDQ study pursuant to Section 186.160 of this Part;
  - L) Linear dynamic range or linear calibration range determination pursuant to the approved test methods and to Section 186.160 of this Part;
  - M) Data from the analyses of 10 samples pursuant to Section 186.170 of this Part;
  - N) Receipt, use and traceability of analytical reagents and standards pursuant to Section 186.190 of this Part;
  - O) Administrative records pursuant to Section 186.190 of this Part; and
  - P) Sample tracking records pursuant to Section 186.190 of this Part.
- 5) The laboratory director shall sign and date the application package and attest in writing to the validity of the information contained within the application package.
- 6) Starting February 1, 1999, the Agency will review within 30 days after receipt of the application package submitted by a laboratory the application package and respond in writing to the laboratory.

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- 1) The Agency will not approve the application package if it notes deficiencies. The Agency will send a deficiency report to the laboratory listing the areas of nonconformance and require corrective actions or allow the laboratory to withdraw all or part of its accreditation request.

A) The laboratory shall respond with written corrective actions within 30 days after receipt of the Agency's subsection (e)(1) notification. The Agency will review the written corrective actions within 15 days after receipt of the laboratory's response.

B) If the subsection (e)(1)(A) written corrective actions submitted by the laboratory do not meet the requirements of this Part, the Agency will notify the laboratory that it must submit additional written corrective actions within 15 days after the laboratory's receipt of notification pursuant to this subsection (e)(1)(B). The Agency will review the laboratory's additional written corrective actions within 15 days after the Agency's receipt of the laboratory's response.

C) If the additional written corrective actions submitted by the laboratory pursuant to subsection (e)(1)(B) do not meet the requirements of this Part, the Agency will reject the application package.

D) If the Agency rejects the application package:

- 1) a laboratory seeking initial accreditation is denied accreditation; and
  - 2) an accredited laboratory's accreditation is revoked.
- The Agency will approve an application package that contains all of the required information. After approval of the application package, the Agency will schedule an on-site evaluation pursuant to Section 186.135 of this Part.

(Source: Repealed at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 186.130 Accreditation Procedures and References to Accreditation (Repealed)

- a) Accreditation is valid for one year. Accredited laboratories may renew accreditation on an annual basis provided applicable annual fees are paid. The annual application package is submitted and all applicable provisions of this Part are met.
- 1) Accreditation is based on the field of testing the approved test method and the analyte according to Section 186.160 of this Part.
- 2) The requirements of this Part are applicable to all laboratories that are accredited or are seeking accreditation regardless of their size, volume of business, or field of testing.
- 3) There shall be no lapse in the accreditation if by the

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- anniversary date of the initial certification as set forth in 35 iii--Amr-Code-187, the Agency is in receipt of the laboratory's application package or applicable fees--Submission and receipt of the laboratory's application package or applicable fees initiates the renewal of accreditation.
- 4) Accreditation remains in effect until:
- A) suspended or revoked by the Agency according to Section 186:148 of this Part or Section 186:149 of this Part;
  - B) discontinued at the written request of the accredited laboratory; or
  - C) expiration of accreditation date.
- 5) An accredited laboratory may make a written request to add fields of testing approved test methods and analytes to its scope of accreditation. The Agency will:
- A) not conduct an on-site evaluation if the competence of the laboratory to perform the additional fields of testing approved test methods or analytes can be verified; or
  - B) conduct an on-site evaluation if the additional fields of testing approved test methods or analytes require the use of a chemical process, an analytical process, instrument or piece of equipment that the laboratory has not been previously accredited to use.
- 6) The Agency will complete an initial on-site evaluation of a laboratory after initial accreditation of a laboratory. The Agency will complete subsequent routine on-site evaluations on a biennial basis.
- 7) The Agency will accredit as one laboratory a laboratory with a main facility and an annex in the same city as the main facility and within 5 miles of the main facility.
- 8) Out-of-state laboratories requesting accreditation from the Agency shall meet the applicable requirements outlined in Section 186:248 of this Part or Section 186:249 of this Part.
- b) The laboratory shall:
- 1) provide information annually on laboratory facilities, personnel, methodology, instrumentation, data handling, and the laboratory quality assurance program by completing and filing a completed application package with the Agency pursuant to Section 186:125 of this Part;
  - 2) pay all fees associated with seeking or renewing accreditation according to Section 186:148 of the Act and 35 iii--Admr-Code-187;
  - 3) meet personnel requirements specified in Section 186:148 of this Part;
  - 4) meet equipment and materials requirements specified in Section 186:145 of this Part;
  - 5) meet laboratory facility requirements specified in Section 186:149 of this Part;
  - 6) calibrate equipment as specified in Section 186:155 of this Part;
  - 7) perform quality control procedures and submit a quality assurance

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- Plan as specified in Section 186:168 of this Part and Section 186:169 of this Part.
- 8) Analyze and submit data for all PB samples according to Section 186:170 of this Part.
- 9) Utilize approved test methods as specified in Section 186:188 of this Part and contained in the documents incorporated by reference in Section 186:115 of this Part.
- 10) Meet sample handling procedures as specified in Section 186:185 of this Part.
- 11) Maintain records--track samples, report data--and perform corrective actions as specified in Section 186:199 of this Part.
- 12) Operate with identified Agency accredited officers during on-site evaluations by facilitating:
- A) examination of required records;
  - B) access to all testing areas;
  - C) access to personnel; and
  - D) clear communication with laboratory personnel.
- 13) Correct deficiencies identified during the on-site evaluation within the deadlines established in Section 186:155 of this Part.
- 14) Subcontract analytical work to laboratories by following procedures in Section 186:195 of this Part.
- 15) Perform all accredited environmental analyses in accordance with this Part.
- 16) Adjust its procedures in response to amendments by the Agency or USEPA in the criteria, requirements, or conditions for accreditation and:
- 1) upon demand by the Agency, submit documentation maintained pursuant to Section 186:199 of this Part verifying compliance with the requirements of this Part;
  - 2) The Agency will approve, renew or deny an accreditation request based on its evaluation of the laboratory's ability to meet the requirements outlined in Subsection (b)--The Agency will:
- 1) approve a laboratory's accreditation request;
  - 2) renew a laboratory's accreditation;
  - 3) deny a laboratory's accreditation request in the form of a narrative and may give information as to how deficiencies may be corrected; or
  - 4) allow a laboratory to withdraw its accreditation request in whole or in part;
  - 5) Laboratories shall represent their accreditation status and utilize certificates of approval, scope of accreditation, and the Agency's name only as described in this subsection (d):
- 1) The Agency will issue certificates of approval and may issue scopes of accreditation--these documents may include the following items:
- A) the name and address of the laboratory;
  - B) the fields of testing for which the laboratory is accredited;

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- g) the analytes for which the laboratory is accredited;
- h) the approved test methods including the date of the version or revision number for which the laboratory is accredited;
- i) the date of the laboratory's most recent on-site evaluation;
- j) the expiration date of the laboratory's accreditation;
- k) the signature of an Agency accreditation officer;
- l) the signature of the Agency's Division of Laboratories manager;
- m) the signature of the Director;
- n) reference to this Part;
- o) a statement that continued accreditation depends on successful ongoing participation in the program;
- p) a statement that urges a customer to contact the Agency to verify the laboratory's current accreditation status;
- q) a formal statement recognizing the laboratory's competence and compliance with the requirements of this Part;
- r) the insignia of the National Environmental Laboratory Accreditation Conference;
- s) the Agency's logo;
- t) a unique laboratory identification code and
- u) the statement "Accreditation by the State of Illinois is not an endorsement or a guarantee of the validity of the data generated."
- 2) The Agency will issue a certificate of approval to laboratories accredited pursuant to Section 166.200 of this Part or Section 166.205 of this Part that includes the following items:
- A) the information stated in subsections (d)(1)(A)-(B), (e)(1)(B)(1)-(6), (f)(1)-(4), (g)(1)-(2) and (h);
- B) a reference that accreditation is issued pursuant to Section 166.200 of this Part or Section 166.205 of this Part as applicable;
- i) For accreditations issued pursuant to Section 166.200 of this Part, the certificate of approval shall contain a statement that continued accreditation by the Agency under this Part depends on successful ongoing participation in the applicable state or federal accreditation program and
- ii) For accreditation issued pursuant to Section 166.205 of this Part, the certificate of approval shall contain a statement that continued accreditation by the Agency under this Part depends on successful ongoing participation in the applicable state or federal accreditation program and
- 3) a statement that urges a customer to contact the laboratory's applicable accrediting authority to verify the laboratory's current accreditation status and scope of accreditation;
- 3) Laboratories shall post or display their most recent certificate of approval and scope of accreditation in a prominent place in

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- the laboratory facility;
- 4) the Agency will issue a new certificate of approval and scope of accreditation if there is a change in the laboratory's accreditation status;
- 5) Laboratories shall not make any statements concerning their accreditations or accreditation status that are misleading or unauthorized;
- 6) Laboratories shall not use their certificates of approval or accreditation status to imply endorsement by the Agency;
- 7) if a laboratory uses the Agency name or makes reference to its accreditation status in any advertising, business solicitation, proposal or quotation, the laboratory shall:
- A) prominently include the statement that "Accreditation by the State of Illinois is not an endorsement or a guarantee of the validity of the data generated;"
- B) distinguish between proposed testing for which the laboratory is accredited and proposed testing for which the laboratory is not accredited;
- C) include the laboratory's unique identification code and
- D) include a statement that urges customers to verify the laboratory's accreditation status or scope of accreditation by contacting the Agency or the applicable accrediting authority;
- 8) Upon voluntary surrender, revocation, withdrawal or expiration of their accreditation, laboratories shall:
- A) discontinue use of all advertising matter that contains reference to their accreditation status; and
- B) return any certificates of approval or scopes of accreditation to the Agency;
- 9) Laboratories shall not use the Agency logo in any manner;
- 10) the laboratory shall accompany the Agency's name with at least the word "accredited" and the laboratory's unique identification code when the Agency's name is used on general literature such as letterheads and business cards;
- 11) the Agency will take suitable actions which could include legal action when incorrect references to the Agency or misleading use of the laboratory's accreditation status is found in advertisements, catalogs or other materials;
- e) Laboratories shall notify the Agency in writing within 30 days after a change of ownership, legal status, laboratory directory, quality assurance officer, supervisor, analyst, major instrument type as listed in Section 166.140(g) of this Part, major remodeling of a laboratory or relocation of the physical facility;
- f) Laboratories shall provide the Agency with:
- A) the identity of any new owners;
- B) the qualifications of any new directors, supervisors or quality assurance officers and analysts;
- C) a description of any relocation or remodeling of the

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- physical facility; and
- B) in the event of a change in instrument type, the quality control measurement data according to Section 186.135 of this Part when submitting the written notification required in this subsection (c);
- 2) In the event of a change in laboratory personnel, the Agency:
- A) will review the qualifications of any new director, supervisor, quality assurance officer or analyst;
- B) will require the generation of IQMP data by any new analyst and submit it of the resultant data to the Agency by the laboratory; and
- C) may require the analysis of PE samples and submit it of the resultant data to the Agency by the laboratory.
- 3) The Agency may, in the event of laboratory relocation or remodeling:
- A) require recreditation or reapplication in any or all of the fields of testing in which the laboratory is currently accredited; and
- B) conduct an on-site evaluation to verify effects of such a change on laboratory performance.
- 4) Transfer of Accreditation
- A) Accreditation shall be transferable when the following conditions are in effect:
- i) the previous (transferee) owner must agree in writing before the transfer of ownership takes place to be accountable and liable for any analysis, data and reports generated up to the time of legal transfer of ownership; and
- ii) the buyer (transferee) must agree in writing to be accountable and liable for any analysis, data and reports generated after the legal transfer of ownership occurs.
- B) All records and analyses performed pertaining to accreditation must be kept as specified in Section 186.10(g) of this Part and are subject to inspection by the Agency during this period without prior notification to the laboratory. This stipulation is applicable regardless of change in ownership, accountability or liability.
- C) If ownership is transferred, the transferee will not be responsible for payment of fees to the Agency during the remainder of the yearly period provided that the previous owner has fully paid the required fees to the Agency.
- B) Transfer of accreditation pursuant to subsection (c)(4) shall not alter the laboratory's accreditation status.
- B) The laboratory shall submit a copy of the agreement pursuant to subsection (c)(4) to the Agency prior to transfer of ownership.
- f) Agency accreditation officers have authority to:

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- i) conduct on-site evaluations;
- 2) audit and review any records or documentation as required to verify compliance with the requirements for accreditation and the requirements of this Part;
- 3) require the laboratory to provide information regarding the laboratory's technical operation relevant to accreditation;
- 4) observe and question analysts at work on approved test methods for which accreditation is sought;
- 5) recommend the granting, denial, suspension or revocation of accreditation based upon:
- A) the completion of the accreditation process or requirements of this Part; and
- B) evaluation of the laboratory's ability to meet all requirements of this Part.
- 6) require or make subsequent unannounced on-site evaluations during regular working hours.
- g) Annually, the Agency will publish and distribute a list of accredited laboratories:
- i) The publication shall specify fields of testing and approved test methods for which the laboratories are accredited;
- 2) The Agency will make the publication available to all requesters and distribute it to all accredited laboratories;
- h) The Agency will report to the national laboratory accreditation database, managed by the USEPA, any information related to the requirements outlined in subsection (b).
- (Source: Repealed at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 186.135 On-Site Evaluations (Repealed)

- The Agency will conduct routine on-site evaluations of a laboratory at least once every two years.
- a) Prior to accrediting a laboratory, the Agency or its designee will perform an initial on-site evaluation of the laboratory. The Agency or its designee will arrange the initial on-site evaluation at the mutual convenience of the parties.
- b) The Agency may make subsequent on-site evaluations unannounced to a laboratory whenever such an evaluation is necessary to determine the extent of the laboratory's compliance with the conditions of the laboratory's accreditation and the requirements of this Part.
- i) Situations that warrant subsequent on-site evaluations include but are not limited to:
- A) a major laboratory change as specified in Section 186.130 of this Part;
- B) the laboratory's failure to acceptably analyze a PE sample;
- C) discrepancies with PE sample results;
- B) complaints from the public.

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- B) requests from Agency personnel;  
 F) past on-site deficiencies;  
 G) errors in reporting data to the Agency; or  
 H) suspicion of fraud or falsification of data.
- 2) On-site evaluations may include observing the analysis of PE samples, and photocopying of documentation relating to the laboratory's accreditation.
- 3) Upon written consent by the Agency and laboratory, the Agency or laboratory may audiotape videotape or film laboratory activities relating to the laboratory's accreditation.
- C) The Agency will attempt to conduct an on-site evaluation of an applicant within four months after approval of an application package.
- 1) The Agency shall contact the applicant laboratory within 15 days after approval of an application package to schedule the on-site evaluation.
- 2) If the evaluation is not conducted within four months due to delays posed by the applicant laboratory, the Agency shall deny accreditation. Delays caused by the applicant laboratory include, but are not limited to:
- unavailability of laboratory personnel for the scheduled on-site evaluation; or
  - denial of entry into the laboratory.
- 3) The laboratory may reapply for accreditation as specified in Section 166.130 of this Part.
- D) The purpose of the on-site evaluation is to verify compliance with the requirements of this Part, including:
- accuracy of application information;
  - laboratory's quality assurance/quality control procedures;
  - use of approved test methods;
  - laboratory facilities and equipment;
  - data handling, record keeping, and reporting procedures;
  - sample collection, receipt, tracking, and storage procedures;
  - qualification and experience of laboratory management and personnel.
- 4) Laboratory waste disposal procedures and instrumentations.
- E) The Agency will send to the laboratory an on-site evaluation deficiency report within 30 days after completion of the on-site evaluation. This report will include the specific deficiencies noted during the Agency's on-site evaluation of the laboratory and require corrective actions:
- If the Agency does not include any deficiencies, the laboratory shall be accredited;
  - If during the on-site evaluation, the accreditation officer determines that the laboratory has falsified the information included in its application package, the Agency shall revoke or

- deny the laboratory accreditation;
- F) The laboratory shall submit a plan of corrective action to the Agency within 30 days after the receipt of the on-site evaluation deficiency report.
- 1) The plan of corrective action must detail those specific actions taken by the laboratory to correct all deficiencies noted by the inspecting accreditation officer during the on-site evaluation.
- A) The plan of corrective action shall clearly indicate those corrective actions that have been implemented, the date implemented, and the documentation substantiating implementation;
- B) The plan of corrective action shall clearly indicate those corrective actions which have not been implemented and a projected date by which the corrective actions will be implemented, and the date documentation substantiating implementation will be submitted to the Agency.
- 2) The laboratory shall implement the corrective actions within 60 days after receipt of the on-site evaluation deficiency report.
- 3) The Agency may extend this period of implementing corrective actions for a maximum of 30 days upon receipt of the laboratory's written petition and plan of corrective action. The Agency shall determine whether the laboratory's petition warrants an extension based upon whether the need for the extension is to facilitate:
- the purchase of a new instrument;
  - revision of a standard operating procedure or quality assurance plan;
  - replacement of significant laboratory personnel;
  - repeating the NDE studies;
  - repeating the IEMP studies;
- the Agency shall consider other reasons submitted by the laboratory in which the laboratory demonstrates that corrective actions cannot be implemented within 60 days after receipt of the on-site evaluation deficiency report.
- 4) The Agency shall deny or revoke the accreditation of any laboratory that fails to submit a plan of corrective action. The laboratory may reapply for accreditation as specified in Section 166.130 of this Part.
- 5) The Agency shall review the plan of corrective action and respond in writing to the laboratory within 15 days after receipt of the plan of corrective action from the laboratory.
- 1) If the laboratory corrects all deficiencies and contains documentation substantiating that each deficiency has been addressed, the Agency shall accredit the laboratory.
- 2) If the laboratory's plan of corrective action does not address all deficiencies and contains documentation substantiating that each deficiency has been addressed, the Agency will notify the laboratory by certified mail that it must submit a second plan of corrective action for the remaining deficiencies within 15 days



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after its receipt of this notification:

- 3) the Agency shall deny or revoke the accreditation of any laboratory that fails to submit a second plan of corrective action by the date established by the Agency in the subsection (g)(12) notice;
- h) the Agency shall review the second plan of corrective action within 15 days after receipt of the second plan of corrective action from the laboratory;
- i) if the laboratory corrects all remaining deficiencies, the Agency shall accredit the laboratory;
- 2) if ---all--- deficiencies are not corrected and documentation substantiating implementation is not submitted to the Agency pursuant to subsections (f)(1)(A) and (B) and the remaining deficiencies affect certain approved test methods and analytes the Agency shall deny or revoke accreditation for those approved test methods and analytes;
- 3) if ---all--- deficiencies are not ---corrected--- and documentation substantiating implementation is not submitted to the Agency pursuant to subsections (f)(1)(A) and (B) and the remaining deficiencies affect the entire laboratory, the Agency shall deny or revoke the entire accreditation;
- 4) laboratories that are located outside of the State of Illinois and who seek accreditation pursuant to this Part that are not subject to the provisions of Section 186-245 of this Part or Section 186-248 of this Part shall pay for all travel costs related to accreditation;

(Source: Repealed at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.)

## Section 186.140 Personnel Requirements (Repealed)

- a) The laboratory owner shall designate at least one individual as laboratory director; the laboratory director shall:
  - 1) hold a minimum of a bachelor's degree in natural or physical sciences or have completed enough course work in chemistry to equal a minor in chemistry;
  - 2) have had a minimum of two years experience managing a laboratory;
  - 3) be either an employee or a consultant of the laboratory; and
  - 4) be responsible for:
    - A) analytical and operational activities of the laboratory;
    - B) supervision of personnel employed by the laboratory;
    - C) assuring that sample acceptance criteria are met; that samples are logged into the sample tracking system; that samples are properly labeled and that samples are properly stored;
    - D) the production and quality of data reported by the laboratory;
    - E) designating laboratory supervisors and

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- P) designating at least one individual as the quality assurance officer;
- b) the laboratory owner or director shall designate at least one individual as laboratory supervisor; the laboratory supervisor shall:
  - 1) hold a minimum of a bachelor's degree in natural or physical sciences or have completed enough course work in chemistry to equal a major in chemistry;
  - 2) have had a minimum of one year of experience in the analyses pertaining to the applicable fields of testing;
  - 3) be an employee of the laboratory; and
  - 4) be responsible for:
    - A) supervising analysts, analysts in training and technicians in the area of analytical responsibility;
    - B) reviewing and verifying data produced by an analyst in training; and
    - C) reviewing and verifying data produced by a technician;
- c) the laboratory owner may designate a laboratory supervisor as laboratory director; the laboratory director/supervisor must fulfill the requirements of subsections (a)(2) and (4) and (b);
- d) the laboratory director shall designate at least one individual as the quality assurance officer; the quality assurance officer shall:
  - 1) hold a bachelor's degree in natural or physical sciences or have completed enough course work in chemistry to equal a major in chemistry;
  - 2) have a minimum of one year experience as an analyst in a laboratory and have documented training in quality assurance and quality control (84/069);
  - 3) where applicable have functions independent from laboratory operations;
  - 4) have a general knowledge of the analytical methods for which data review is performed;
  - 5) be an employee of the laboratory; and
  - 6) be responsible for:
    - A) coordinating QA/QC procedures and analytical data review procedures in the laboratory;
    - B) verifying that the requirements in Section 186.168 of this Part are met; and
    - C) conducting internal audits of the entire laboratory operation annually;
- e) the laboratory director or supervisors shall designate the analysts:
  - 1) Analysts shall:
    - i) hold a bachelor's degree in natural or physical sciences or have completed enough course work in chemistry to equal a major in chemistry;
    - 2) have had a minimum of one year experience in the analyses pertaining to the applicable fields of testing for which the laboratory is seeking accreditation;
    - 3) for those instruments listed in subsection (g) below:

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- A) either:
- i) have satisfactorily completed a minimum of four hours training that was offered by the equipment manufacturer or a professional organization or a university or another qualified training facility or served a two-week period of apprenticeship under an experienced analyst; and
  - ii) have on file documentation indicating acceptable performance on a blind sample at least once per year and a certification that the analyst has read, understood and agreed to perform the most recent version of the method; the approved method or standard operating procedure. Such documentation shall demonstrate that the required training is up-to-date.
- 4) after appropriate training pursuant to subsection (c)(3), perform the BMP study as specified in Section 186.166 of this Part;
- 5) be an employee of the laboratory, contract employee or contracted temporary agency staff; and
- 6) be responsible for reviewing and verifying data produced by analysts in training or technicians when a laboratory supervisor does not review and verify the data.
- (f) The laboratory directors or supervisors may designate individuals as analysts in training. Analysts in training must at least meet the requirements in subsection (h) and must be in the process of meeting the requirements of subsection (g). A laboratory supervisor or analyst shall review and verify all data produced by analysts in training.
- g) Analysts performed utilizing Atomic Absorption (AA), Ion Chromatograph (IC), Gas Chromatograph (GC), Gas Chromatograph/Mass Spectrometer (GC-MS), Inductively Coupled Plasma (ICP), Inductively Coupled Plasma Spectrometer (ICP-MS), Direct Current Plasma Spectrometer (DCP), Liquid Chromatograph-Mass Spectrometer (LC-MS), High Pressure Liquid Chromatograph (HPLC) or Transmission Electron Microscope (TEM) are only acceptable for the purposes of this Part when performed by a laboratory employee who meets the requirements in subsection (e) or (f) above.
- h) A technician is a person who holds a minimum of a high school diploma or its equivalent. A technician must:
- i) either
  - A) have satisfactorily completed a minimum of four hours training that is offered by the equipment manufacturer, a professional organization, a university or a qualified training facility; or
  - B) served a two-week period of apprenticeship under an experienced analyst or technician.
- 2) after appropriate training pursuant to subsection (h)(1), perform the BMP study as specified in Section 186.166 of this Part; and
- 3) have on file documentation indicating acceptable performance on a blind sample at least once per year and a certification that the

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- technician has read, understood and agreed to perform the most recent version of the method; the approved method or standard operating procedure. Such documentation shall demonstrate that the required training is up-to-date.
- 2) A person may be allowed to serve in any capacity as defined in subsections (a) through (h) when the person does not meet the training, educational or experience requirements for the position the laboratory shall submit written justification to the Agency explaining why a laboratory director, laboratory supervisor, quality assurance officer, analyst in training or technician should serve in that position. The written justification shall take into account the following factors:
- i) either
  - A) experience as an offset for educational requirements (such as one year of experience performing the applicable duties equaling one year of education);
  - B) education as an offset for experience requirements (such as one year of applicable education beyond a bachelor's degree equals one year of experience);
  - C) for the quality assurance officer have six months experience in quality assurance and quality control procedures and be knowledgeable in the quality systems as defined under this Part as an offset for the training requirements specified in subsection (d)(2); or
  - B) for analysts and technicians have six months laboratory experience as an offset for the training and apprenticeship requirements set forth in subsections (e)(3)(A) and (f)(3)(A) and (h)(3) laboratory experience must be in the analytical technique for which the offset is requested.
- 2) for analysts and technicians demonstration of ability to properly perform representative test procedures.
- (Source: Repealed at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

Section 186.145 Laboratory Equipment and Materials (Repealed)

Laboratories shall meet the following equipment and maintenance requirements.

Any item of equipment which has been subjected to overloading or mishandling or which gives questionable results or has been shown by verification or otherwise to be defective shall be taken out of service clearly identified and where possible stored at a specific place until it has been repaired or shown by calibration, verification or test to perform satisfactorily. The laboratory shall examine the effect of this defect on previous calibrations or tests. The laboratory shall maintain documentation of all maintenance, calibration and instrument operation activities.

e) The laboratory shall have on site all equipment specified by the



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- approved test methods for which accreditation is sought.
- B) the laboratory shall have on site the following equipment if the equipment is applicable to the laboratory's accreditation:
- 1) ASGM-type 1 or 2 certified weights to calibrate balances--the laboratory shall ensure that the weights are recertified at least once every five years.
  - 2) analytical balances that provide a sensitivity of at least 0.1 mg.
  - A) the laboratory shall place the balances on a stable base.
  - B) the laboratory shall check each analytical and pan balance at least monthly with a minimum of two ASGM-type 1 or 2 weights covering the effective range of the balance's user and
  - C) A current service contract shall be in effect on all analytical balances.
  - 1) the balances shall be serviced and calibrated at least annually by a qualified service representative.
  - 2) the laboratory shall retain a certificate supplied by the authorized service representative which identifies traceability of the calibration to the NIST standards.
  - 3) a pH meter having the accuracy of at least 0.1 pH units and a scale readability of at least 0.1 pH units.
  - A) the laboratory shall utilize either a thermometer or a sensor for temperature measurement to make correction for pH measurement--if available--the laboratory may use an automatic compensation device to correct pH measurements according to the current temperature; and
  - B) laboratory personnel shall calibrate the pH meter before each user with a minimum of two standardization buffers in an appropriate pH range.
  - 4) a conductivity meter with an error not exceeding 1% of one umhos/cm whichever is greater.
  - A) laboratory personnel shall calibrate the conductivity meter before each user and
  - B) laboratory personnel shall calibrate the conductivity meter with a standard that reflects the sample conductivity.
  - 5) a certified NIST traceable thermometer with 1% or finer subdivisions and a range which spans the various requirements of the analytical methods.
  - A) the laboratory shall ensure that the NIST traceable thermometer is recalibrated at least once every five years.
  - B) the laboratory shall retain a certificate identifying traceability of the calibration to the NIST standards.
  - 6) refrigeration units and freezers.
  - A) the laboratory shall identify each refrigerator or freezer in a way that establishes its use and distinguishes it from other refrigerators or freezers in the laboratory.
  - B) the laboratory shall maintain one thermometer per

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- refrigerator or freezer.
- 1) the thermometers shall be graduated in increments no larger than 1/16° and
  - 2) the laboratory shall identify each thermometer in a way that establishes its use and distinguishes it from other thermometers in the laboratory.
  - C) Samples which require thermal preservation shall be stored under refrigeration which is 1/16° of the specified preservation temperature unless a method specific criteria exists--for samples with a specified storage temperature of 4°C, storage at a temperature of 0-14 to 6°C shall be acceptable.
  - B) Laboratory personnel shall monitor and document thermometer readings each day the laboratory is in operation.
  - B) the laboratory shall maintain documentation that includes the thermometer identification, refrigerator or freezer identification, date, temperature, initials of the responsible person, the expected temperature and acceptance range criteria.
  - 7) sufficient events to comply with the approved test methods.
  - A) the laboratory shall identify each oven in a way that establishes its use and distinguishes it from other ovens in the laboratory.
  - B) the laboratory shall maintain one thermometer for use with each oven.
  - 1) the thermometers shall be graduated in increments no larger than 1/16°.
  - 2) the laboratory shall identify each thermometer in a way that establishes its use and distinguishes it from other thermometers in the laboratory such as serial number.
  - C) Laboratory personnel shall monitor each oven's temperature each day of use.
  - B) Laboratory personnel shall maintain documentation of the monitoring that shall include the thermometer identification, oven identification, date, temperature, initials of the responsible person and temperature range required by the approved test methods.
  - 8) sufficient incubators to comply with the approved test methods.
  - A) the laboratory shall identify each incubator in a way that establishes its use and distinguishes it from other incubators in the laboratory.
  - B) the laboratory shall maintain one thermometer for use with each incubator.
  - 1) the thermometer shall be graduated in increments no larger than 1/16°.
  - 2) the laboratory shall identify each thermometer in a way that establishes its use and distinguishes it from

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- other thermometers in the laboratory such as--serial number.
- e) Laboratory personnel--shall--monitor--each--incubator's temperature each day of use.
- b) Laboratory personnel shall maintain documentation of--the monitoring--the--shall--include--the--thermometer identification/incubator identification--date/temperature initials--of--the--responsible--person--and--temperature--range--required--by--the--approved--test--method--for--which--accreditation is sought.
- c) Laboratories utilizing microwave digestion shall check--at--least annually--and--after--repair--the--wattage--available--for--heating--the laboratory shall follow the procedures in EPA-806/8-91/213.
- d) The laboratory shall check the calibration of working liquid in glass and digital thermometers on an annual basis against the NIST-traceable thermometer.
- i) The comparison shall be made--at--the temperature at which the thermometer will be used.
- 2) The laboratory shall determine--and--employ--calibration factors based on the temperature comparisons of the thermometers against the NIST-traceable thermometer.
- e) The laboratory shall check the calibration of metal--and--continuously monitoring--thermometers at least quarterly against the NIST-traceable thermometer.
- i) The comparison shall be made--at--the temperature--at--which--the thermometer will be used.
- 2) The laboratory shall determine--and--employ--calibration factors based on the temperature comparisons of the thermometers against the NIST-traceable thermometer.
- f) The laboratory shall monitor and control method specific temperature requirements for incubators/heating blocks--and--water--baths--the laboratory shall maintain documentation of the results.
- g) The laboratory shall only use autopieters and dilutors of sufficient sensitivity for the application--and--shall--check--delivery--volumes gravimetrically on an annual basis.
- h) Laboratory personnel shall calibrate turbidimeters on a daily basis--or before each use--whichever is less frequently pursuant to section 57.01 of--40CMPLA--for--the--Certification--of--Laboratories--Analyzing--Drinking Water.
- i) The laboratory shall have readily available sources of distilled water or deionized water.
- 2) The laboratory shall utilize a conductivity meter and shall check the conductivity of distilled and deionized water at least once per day of use.
- A) Laboratories utilizing--an--in-line--conductivity meter for daily checks shall also utilize a calibrated conductivity meter which is external to the water system to check the conductivity of distilled and deionized water at least once

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- a month from a frequently used access point or
- b) Laboratories utilizing--a--conductivity meter--which--is external to the water system for daily checks shall collect the water from a frequently used access point.
- 2) The distilled and deionized water shall have resistivity values of at least 0.5 megohm-cm/conductivity less than 2.0 umhos/cm) at 25°C.
- 2) If color--wheels--or--sealed--ampules--are--used--as--visual--comparison devices for determining free chlorine residual the laboratory shall calibrate at least every six months the standards incorporated into the device.
- i) The laboratory shall refer to Standard Methods--Method--4500-Cl for--directions--on--preparing--temporary--and--permanent--type--visual Standard.
- 2) The laboratory shall determine a correction factor by comparing the standards and plotting the comparison on graph paper.
- 3) The laboratory shall apply the correction factor to future results obtained on the now calibrated apparatus.
- k) The laboratory shall utilize analytical standards that are traceable to a national standard when available. The laboratory shall document the traceability to a national standard as specified in Section 106.190 of this Part.
- i) The laboratory shall utilize analytical reagents of reagent grade (AR) or better. The laboratory shall document the date received, date opened and any applicable expiration date according to Section 106.190 of this Part.
- m) All glassware used for purposes that may subject it to damage--from heat--or--chemicals--shall--be--of--borosilicate glass--All volumetric glassware shall be ASTM class A.

(Source: Repealed at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.)

## Section 106.150 Laboratory Facilities (Repealed)

- The laboratory facilities shall be maintained to permit the production of analytical data that meets the data quality objectives of the applicable environmental regulation.
- a) The laboratory shall provide adequate work space to ensure an unencumbered work area for performing the approved test methods.
- b) The laboratory shall be designed, operated and arranged so that incompatible analyses are separated and the potential for sample contamination is minimized.
- c) The laboratory shall have at least one exhaust hood for organic analyses and one for trace metal analyses if applicable.
- d) Where safety practices are included as part of an approved test method the practices shall be strictly followed. Where more specific safety criteria are not an aspect of this accreditation program

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laboratory personnel should apply general and customary safety practices as a part of good laboratory procedures:

(Source: Repealed at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 186.155 Calibration (Repealed)

- a) The laboratory shall perform an initial calibration of all instrumentation and equipment as specified in the approved test method. The laboratory shall use calibration standards traceable to national standards, where available.
- b) If the approved test method specifies the generation of an initial calibration curve but does not specify the appropriate number of standards for use in the initial calibration curve, the laboratory shall establish the appropriate number of standards for use in the initial calibration curve using the following procedure:
  - 1) Determine a percent relative standard deviation (RSD) of:
    - A) the analyses of a minimum of seven replicate measurements of a standard with a concentration at one to three times the MDL; or
    - B) the response factors (internal standard calibration) or calibration factors (external standard calibration) of at least three standards having concentrations that cover the expected calibration range.
  - 2) Determine the minimum number of calibration standards to be used in the initial calibration curve by correlating the RSD determined in subsection (b)(1) with the number of required calibration standards. The RSD and correlating number of calibration standards are:

## RSD Number of Calibration Standards

0--<2	1-1
2--<10	3
10--<25	5
>25	7

\*\*Assumes linearity through the origin (0,0). For analytes for which there is no origin (such as pH), a two-point calibration curve shall be used.

- 3) The number of calibration standards as determined from the table in subsection (b)(2) and a blank shall be used to generate the initial calibration curve of the approved test method.
- 4) If the calibration curve generated pursuant to subsection (b)(3) is not linear as defined in subsection (c)(4) and the approved test method allows for the use of non-linear calibration curves, additional calibration standards shall be used to define the

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Calibration:

- c) If the approved test method specifies the generation and use of a calibration curve, all sample results shall be reported from sample analyses within the range of the calibration curve, except when the approved test method specifically allows otherwise (for example, if analyses above the highest calibration standard concentration but within the linear dynamic range as established by the laboratory pursuant to the applicable approved test method).
- d) When the laboratory utilizes a single-point calibration and the sample results will be used in a decision related to the determination of a non-occurrence of an analyte or a non-detect at the MDL of an analyte and the approved test method does not specify the concentration of the lowest calibration standard:
  - 1) the concentration of the lowest calibration standard shall be not one to 15 times the MDL; or
  - 2) the laboratory shall, at the initiation of sample analysis, analyze a calibration verification check standard at one to 15 times the MDL. The laboratory shall determine the acceptability of the analysis of the calibration verification check standard by:

- A) utilizing the GCV check standards acceptance criteria specified in the approved test method; or
- B) if the approved test method does not specify a GCV acceptance criteria, the results of the calibration verification check standard analysis shall be within 15% of the true value or within the 95% confidence interval determined from a minimum of 20 analyses of the calibration verification check standard.

- e) The laboratory shall subject all initial calibration curves to a calibration linearity test:
    - 1) the calibration linearity shall be determined by:
      - A) linear regression analyses of the calibration curve; or
      - B) determining the RSD of the response factors (internal standard calibration) or
      - C) determining the RSD of the calibration factors (external standard calibration).
    - 2) the initial calibration curve is considered linear when:
      - A) the correlation coefficient is not less than 0.995 or greater; or
      - B) the RSD of the response factors is 15% or less; or
      - C) the RSD of the calibration factors is 30% or less; or
      - D) the correlation coefficient is less than 0.995, if the laboratory can demonstrate that the lower correlation coefficient produces accurate results for that analyte.
- When making the subsection (e)(2)(B) demonstration, the laboratory shall:
- 1) calculate the correlation coefficient for the calibration curves

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- ii) calculate the mean and standard deviation of the subsection-(e)(2)(B)(i) correlation coefficients;
  - iii) calculate the new minimum acceptable correlation coefficient as the mean minus two standard deviations determined in subsection-(e)(2)(B)(i); and
  - iv) then analyze a standard prepared at a concentration which is 49% of the maximum calibration range and from a second source material than that used in the calibration curve.
- B) After completing the subsection-(e)(2)(B) demonstration, the laboratory may consider a calibration curve linear when:
- i) the correlation coefficient meets or exceeds the new criteria determined in subsection-(e)(2)(B)(iii); and
  - ii) when the result of the subsection-(e)(2)(B)(iv) analysis is within 5% of that standard true value.
- 3) if the initial calibration curve is linear as determined pursuant to:
    - A) subsection-(e)(2)(A) or (B); the laboratory shall utilize the linear regression to determine the analytical results;
    - B) subsection-(e)(2)(B); the laboratory shall utilize the average response factor to determine the analytical results; or
    - C) subsection-(e)(2)(C); the laboratory shall utilize the average calibration factor to determine the analytical results.
  - 4) if the initial calibration curve is not linear as determined pursuant to subsection-(e)(2); the laboratory shall utilize the entire initial calibration curve to determine analytical results.
  - 5) to verify all initial calibration curves, the laboratory shall perform analyses of an initial calibration verification (ICV) check standard for all instrumentation and equipment.
    - i) The laboratory shall utilize only ICV check standards prepared from a second source where available;
    - ii) The laboratory shall utilize only ICV check standards prepared at the concentrations specified in the approved test method;
    - iii) if the approved test method does not specify the concentration for the ICV check standard, the concentration shall be at 10% to 50% of the maximum of the calibration range;
    - iv) The laboratory shall utilize the ICV check standards acceptance criteria specified in the approved test method;
    - 5) if the approved test method does not specify the ICV acceptance criteria, the results of the analysis of the ICV check standard shall be within 15% of the true value or within the 95% confidence interval determined from a minimum of 20 analyses of the ICV check standards;
    - 6) if the analysis of the ICV check standard fails to meet the acceptance criteria specified in subsection-(f)(4) or (5), the laboratory shall:
      - i) either:
        - 1) calculate the mean and standard deviation of the subsection-(f)(4)(i) correlation coefficients;
        - 2) calculate the new minimum acceptable correlation coefficient as the mean minus two standard deviations determined in subsection-(f)(4)(i); and
        - 3) then analyze a standard prepared at a concentration which is 49% of the maximum calibration range and from a second source material than that used in the calibration curve.
      - ii) after completing the subsection-(f)(4)(B) demonstration, the laboratory may consider a calibration curve linear when:
        - a) the correlation coefficient meets or exceeds the new criteria determined in subsection-(f)(4)(B)(iii); and
        - b) when the result of the subsection-(f)(4)(B)(iv) analysis is within 5% of that standard true value.

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- A) suspend sample analyses and take corrective action to be followed immediately by a reanalysis of the ICV check standard; or
- B) immediately reanalyze the ICV check standard and evaluate the subsection-(g)(1)(A) or (B) ICV check standard reanalysis results as follows:
  - A) the laboratory may continue sample analyses for the analytes for which the results of the reanalysis of the ICV check standard meet the acceptance criteria specified in subsection-(f)(4) or (5);
  - B) the laboratory shall terminate sample analyses or reject sample analyses data for the analytes for which the results of the reanalysis of the ICV check standard fail to meet the acceptance criteria specified in subsection-(f)(4) or (5);
  - C) the laboratory may proceed with sample analyses for the analytes for which the acceptance criteria were not met only after the establishment and verification of a new initial calibration curve pursuant to this Section.
- h) to verify the continued acceptability of the initial calibration, the laboratory shall prepare and perform the analysis of a GCV check standard for all instrumentation and equipment according to the following procedure:
  - 1) the laboratory shall utilize a GCV check standard prepared from the initial calibration curve standards or from a second source material than that used to prepare the initial calibration curve standards;
    - 2) the laboratory shall prepare a GCV check standard at a concentration within the range of the initial calibration standard;
    - 3) whenever the laboratory does not prepare an initial calibration curve on the day of analysis, the laboratory shall verify the integrity of the initial calibration curve at the beginning of each day of use for 24-hour period;
      - i) the laboratory shall initially analyze a GCV check standard;
        - 1) at the approved test method specified concentration;
          - ii) if the approved test method does not specify the concentration for the GCV check standard, the maximum of the concentration shall be at 25% to 50% of the maximum of the calibration range;
        - 2) the laboratory shall analyze a calibration blank;
        - 3) the analysis of the GCV check standard must meet the acceptance criteria specified in subsection-(h)(5) or (6);
      - ii) the laboratory shall analyze a GCV check standard once per 20 samples or every 12 hours, whichever is more frequent;
    - 4) the laboratory shall utilize the GCV check standards acceptance criteria specified in the approved test method;
    - 5) if the approved test method does not specify the GCV acceptance criteria, the results of the analysis of the GCV check standard shall be within 15% of the true value or within the 95% confidence interval determined from a minimum of 20 analyses of the GCV check standards;
    - 6) if the analysis of the GCV check standard fails to meet the acceptance criteria specified in subsection-(f)(4) or (5), the laboratory shall:
      - i) either:
        - 1) calculate the mean and standard deviation of the subsection-(f)(4)(i) correlation coefficients;
        - 2) calculate the new minimum acceptable correlation coefficient as the mean minus two standard deviations determined in subsection-(f)(4)(i); and
        - 3) then analyze a standard prepared at a concentration which is 49% of the maximum calibration range and from a second source material than that used in the calibration curve.
      - ii) after completing the subsection-(f)(4)(B) demonstration, the laboratory may consider a calibration curve linear when:
        - a) the correlation coefficient meets or exceeds the new criteria determined in subsection-(f)(4)(B)(iii); and
        - b) when the result of the subsection-(f)(4)(B)(iv) analysis is within 5% of that standard true value.

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criteria; the GCV check result shall be within 15% of the true value or within the 95% confidence interval determined from a minimum of 20 analyses of the GCV check standard at a single concentration:

- 1) if the analyses of the GCV check standard fails to meet the acceptance criteria specified in subsection (b)(5) or (b)(7) the laboratory shall:
- i) Either:

- A) Suspend sample analyses and take corrective action followed by an immediate reanalysis of the GCV check standard; or
  - B) Immediately reanalyze the GCV check standard; and
- 2) Evaluate the subsection (b)(1)(A) or (b) GCV check standard reanalysis results as follows:

- A) The laboratory may continue sample analyses for the analytes for which the results of the second analysis of the GCV check standard meet the acceptance criteria specified in subsection (b)(5) or (b)(7).
- B) The laboratory shall terminate sample analyses or reject sample analyses data pursuant to subsection (j) below for the analytes for which the results of the second analysis of the GCV check standard fail to meet the acceptance criteria specified in subsection (b)(5) or (b)(7).

- C) The laboratory may proceed with sample analyses for the analytes for which the acceptance criteria were not met only after the establishment and verification of a new initial calibration curve pursuant to this Section.

- 3) Whenever the generation of a new initial calibration curve and verification of the new initial calibration curve are required pursuant to subsection (1) the laboratory shall reanalyze all samples analyzed since the last GCV check standard which met the GCV acceptance criteria except for those instances where the GCV acceptance criteria was exceeded high (high-bias) and there are non-detect results for the corresponding analyte in the samples associated with the GCV check standard. In those instances, the non-detect results may be reported.

- 4) The laboratory shall document all activities related to calibration and standardization as specified in Section 186.190 of this Part:

(Source: Repealed at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 186.160 Quality Assurance/Quality Control (Repealed)

- a) The laboratory shall follow the quality control procedures specified below:

- i) The laboratory shall follow all quality control procedures in the approved test method. The laboratory shall utilize the quality control procedures set forth in this Section if the approved test method does not specify any quality control procedures or the

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quality control procedures contained in the approved test method are less stringent:

- 2) The laboratory shall assess and evaluate the results of all quality control procedures, including but not limited to those procedures specified in subsections (b)(3), (4), (5), (6) and (7) on an on-going basis:

- A) The laboratory shall establish written procedures to ensure that all results from all quality control procedures are reviewed and the decision made to accept, reject or qualify sample data before the data is reported;

- B) The laboratory shall establish written criteria for accepting, rejecting or qualifying sample data based on each quality control procedure:

- i) The laboratory shall, for each quality control procedure, use the acceptance criteria contained in the approved test method for evaluating the results of each of the quality control procedures; and, for accepting, rejecting and qualifying sample data;
- ii) The laboratory shall establish written criteria if the approved test method does not specify the criteria for evaluating the results of each of the quality control procedures; and, for accepting, rejecting, and qualifying data;

- C) If a quality control procedure results in the laboratory rejecting or qualifying sample data, the laboratory shall implement corrective actions:

- B) The laboratory shall complete corrective actions and maintain written records as required in Section 186.190 of this Part.

- 3) The laboratory shall prepare and analyze a method blank with each batch of environmental samples and shall carry the method blank through the entire analytical process. Method Blanks are not required for approved test methods including but not limited to pH, temperature and conductivity, for which method blanks are not appropriate.

- A) A batch of drinking water sample data meets the requirements of this Section only when the method blank does not contain an analyte of interest at a concentration greater than the MBL:

- B) A batch of environmental sample data except for drinking water sample data meets the requirements of this Section when the method blank does not contain an analyte of interest at a concentration greater than the highest of the following:

- i) the MBL;
- ii) 10% of the regulatory limit for that analyte; or
- iii) 10% of the measured concentration for that analyte in any environmental sample in the batch.



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- C) The provisions of subsection (a)(3)(b) do not apply in those instances where the method blank criteria have not been met and there are non-detect results for the corresponding analyte in the environmental samples associated with the method blank in such instances, the non-detect results may be reported without a qualification.
- 4) The laboratory shall perform matrix spikes at a rate of one per 20 or fewer environmental samples per matrix type per sample extraction or preparation procedure.
- A) The laboratory shall utilize the spiking analytes specified in the approved test method, except when the approved test method indicates that all method analytes are to be matrix spiked in such cases, the laboratory shall spike the analytes of interest.
- B) If the approved test method does not specify the spiking analytes, the laboratory shall:
- spike 10% of the analytes listed in the approved test method, or a minimum of three analytes of interest, whichever is greater; fit the approved test method lines; and
  - spike three analytes; the laboratory shall spike all analytes of interest;
  - spike at least one multi-component analyte when the approved test method includes multi-component analytes (for example, chlordane, toxaphene, and PCBs in USPA Method 6001); and
  - select analytes for spiking on a rotating basis from among the approved test method listed analytes for approved test methods which list more than six analytes; the laboratory shall rotate the analytes for spiking over a two year time period, ensuring that all analytes of interest are used in the time period; the analytes selected for spiking shall represent all chemistries, elution patterns, and masses.
- C) The laboratory shall select samples on a rotating basis to receive matrix spike analysis from among various client samples, waste streams, monitoring locations, and other applicable locations.
- B) The laboratory shall document as required in Section 16619(d)(1) of this Part the procedure used to select the sample for matrix spike analysis.
- B) The laboratory shall document as required in Section 16619(d)(1) of this Part the procedure used to select the analytes for matrix spike analyses.
- P) Matrix spikes are not required for approved test methods in which materials for matrix spiking are not available; including but not limited to total suspended solids, total dissolved solids, total volatile solids, fish point reactivity, pH, color, odor, temperature, dissolved oxygen

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- and turbidity.
- 5) The laboratory shall analyze laboratory control samples (LCS) at a minimum of one per batch, except for analytes for which spiking solutions are not available such as total suspended solids, total dissolved solids, total volatile solids, total solids, pH, color, odor, temperature, dissolved oxygen, or turbidity.
- A) The laboratory shall use the results of these LCS analyses to determine batch acceptance.
- B) The laboratory may use the matrix spike samples as specified in subsection (a)(4) as an LCS when the matrix spike acceptance criteria are as stringent as the LCS acceptance criteria. However, if the laboratory prepares an LCS, the laboratory shall analyze the LCS and use the results to determine batch acceptance. The laboratory shall not use the analyses of matrix spike samples as specified in subsection (a)(4) to override, ignore, or replace an LCS analysis that fails to meet criteria.
- C) The analytes shall be obtained from a second source, if applicable.
- 6) The laboratory shall perform matrix spike duplicates or sample duplicates at a rate of one per 20 or fewer environmental samples per matrix type per sample extraction or preparation procedure.
- A) The laboratory shall perform matrix spike duplicates on the same environmental sample chosen for matrix spike analyses pursuant to subsection (a)(4)(C).
- B) The laboratory shall select samples from a rotating basis to receive sample duplicate analyses from among various client samples, waste streams, monitoring locations, and other applicable locations.
- C) The laboratory shall document as required in Section 16619(d)(1) of this Part the procedure used to select the sample for matrix spike duplicate or sample duplicate analyses.
- 7) The laboratory shall add surrogate compounds to all samples, standards, and blanks whenever possible when conducting analyses by approved test methods utilizing organic chromatography.
- 8) The laboratory shall maintain tabulations, quality control charts, or any combination of tabulations and quality control charts of the results from all quality control procedures, excluding blanks, which have criteria established pursuant to subsection (a)(4) above:
- for each approved test method;
  - for each matrix; and
  - for each analytical range.
- The laboratory shall calculate quality control limits according to Standard Methods Part 1602B(f) and (h) or AGAC Quality Assurance Principles for Analytical Laboratories."

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9) Tabulations--quality-control-charts-or-any-combination--of tabulations-and-quality-control-charts-of-results-of-quality control-procedures-shall-include-the-following-information:

- A) title;
- B) identification-of-standard-operating-procedure--(SOP)--which requires-collection-of-quality-control-procedure-date;
- C) name-of-quality-control-procedure-being-tabulated;
- D) analytical-method;
- E) analyte?
- F) analyte-units-of-measure?
- G) matrix;
- H) fortification-concentration?
- I) mean?
- J) standard-deviation?
- K) upper-control-limit--(UGL)?
- L) lower-control-limit--(LGL)?
- M) upper-warning-limit--(UWL)?
- N) lower-warning-limit--(LWL)?
- O) date-of-analysis?
- P) unique-control-sample-identification-code? and
- Q) analyst's-identification.

10) Each-analyst-shall-perform-an-IMP-study-prior-to-initiation-of sample-analysis-unless-the-IMP-is-not-applicable-to-the approved-test-method--such-as--total-suspended-solids--total dissolved-solids--total-volatile-solids--total-solids--pH--color--odor--temperature--dissolved-oxygen--or-turbidity--the-laboratory shall-be-responsible-for-the-repetition-of-the-IMP-study whenever-there-is-a-change-in-analysis-instrument-type-or approved-test-method--the-following-steps-shall-be-performed:

A) A-quality-control-(QC)-check-sample-shall-be-obtained-from USEPA-or-a-certified-source--if-not-available-the-QC-check sample-may-be-prepared-by-the-laboratory-using-calibration standards-that-are-prepared-at-a-different-time--than-those used-in-instrument-calibration.

B) The-laboratory-shall-prepare-four-aliquots-of-the-QC-check sample-at-the-required-method-volume-to-a-concentration approximately-----to-----times-----the-----method-stated-----laboratory-calculated-MDB.

C) The-four-aliquots-shall-be-prepared-and-analyzed-according to-the-approved-test-method.

D) Using-the-four-results-calculate-the-average-recovery-in the-appropriate-reporting-units--(such-as--ug/l)--and-the standard-deviation--(in-the-same-units)-for-each-analyte. For-each-analyte-compare-standard-deviation-and-average recovery-to-the-corresponding-acceptance-criteria--for precision-and-accuracy--in-the-approved-test-method--(if applicable)-or-laboratory-generated-acceptance-criteria--(if a--non-standard-method)--if-standard-deviation-and-average

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recovery-for-all-analyses-meet-the-acceptance-criteria--the analysis-of-actual-samples-may-begin--if-any-one-of-the analyses-exceed-the-acceptance-range--the-performance--is unacceptable-for-that-analyte.

P) When-the-results-of-the-IMP-indicate-that-the-average recovery-or-the-standard-deviation-of-one-or-more-of-the tested-analyses-does-not-meet-the-acceptance-criteria pursuant-to-subsection-(a)(10)(B)--the-analyst-shall:

- i) locate-and-correct-the-source-of-the-problem-and repeat-that-portion-of-the-IMP-specified--in subsections--(a)(10)(C)--(B)-and--(B)-for-applicable analytes-or
- ii) repeat-that-portion-of-the-IMP-specified--in subsections--(a)(10)(C)--(B)-and--(B)-for-applicable analytes--if-the-results-of-the-IMP-conducted pursuant-to-this-subsection--(a)(10)(p)(i)--fail-to meet-the-acceptance-criteria--the-Agency-will-deem-a general-problem-with-the-measurements-system-to-exist--the-analys--must-then-follow-the-requirements-of subsection-(a)(10)(p)(i);

G) The-laboratory-shall-provide-the-Agency-with-the-information as-specified--in--the--Application--Process--Section 106102(b)(5)(C)-of-this-Part.

ii) The-laboratory-shall-determine-MDBs-using-the-procedures specified-in-40-CFR-136-Appendix-B-unless-the-approved-test method-specifies-the-procedure-for-MDB-determination-or-the determination-of-an-MDB-is-not-applicable-to-the-approved-test method--such-as-total-suspended-solids--total-dissolved-solids--total-volatile-solids--total-solids--pH--color--odor--temperature--dissolved-oxygen--or-turbidity.

A) The-laboratory-shall-analyze-a-minimum-of-seven-replicates to-determine-the-MDB.

i) If-the-laboratory-analyses-seven-replicates--the laboratory-shall-use-all-analytical-results--when calculating-the-MDB.

ii) If-the-laboratory-analyses-more-than-seven-replicates the-laboratory-shall-only-exclude-analytical-results which-the-laboratory--determines--are-outliers-by utilizing-a-statistical-outlier-test--Statistical outlier-tests-include-but-are-not-limited-to--Dixon's Rule--t--tug--Error--Dixon--Test--for--Outlying Observations--and--Grubbs--Test--for--Outlying Observations--as-set-forth-in--Quality-Assurance-for Chemical-Measurements.

B) The-calculation-of-MDBs-pursuant-to-40-CFR-136-Appendix-B procedures-may-not-be-appropriate-for-matrix-component analyses-such-as-acidic--toxaphene--and--technical chlordane--because-they-require-a-pattern-of-peak-profile



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recognition for identification. The laboratory shall define the MBs for each multi-component analyses as the lowest concentration for which pattern recognition is possible. The laboratory shall determine MBs for each approved test method.

- 1) annually; and
- 2) when there is a change in instrument type.
- 3) The laboratory may, in lieu of the annual determination of the MBs pursuant to subsection (a)(1)(C), annually verify the MBs by the preparation and analysis of a minimum of one matrix spike sampler spiked at the current MBs.
- 4) An MB is considered verified and acceptable for continued use if the results of the analysis of the clean matrix spike sample is within the 95% confidence interval as set forth in 48 CFR 136 Appendix B.
- 5) If an MB cannot be verified pursuant to subsection (a)(1)(C) or (1)(D), a new MB shall be determined.
- 6) The laboratory shall provide the Agency with all of the MB information as specified in the application process. Section 196.125(d)(1)(i) and (1)(j) of this Part.
- 7) The laboratory shall establish criteria for accepting replicate percent recovery.
- 8) An MBs calculated pursuant to the requirements of this Section is valid when:
  - 1) The calculated MBs is greater than 1/10 the MBs spiking concentration;
  - 2) The MBs spiking concentration is greater than the calculated MBs;
  - 3) The laboratory has met its criteria for acceptable replicate percent recovery; and
  - 4) For drinking water laboratory accreditation, the laboratory has achieved MBs equal to or less than those specified in Appendix A of this Part for all analytes listed for the approved test method.
- 9) The laboratory shall repeat the MBs study if the criteria specified in subsection (b) are not met.
- 10) The laboratory shall arrange for and have conducted an annual internal audits of the technical activities to verify that its operations or procedures continue to comply with this Part.
- 11) Such internal audits shall be performed by the quality assurance officer or a designee who is trained and qualified as an auditor and who may, wherever possible, be independent of the activity or procedure audited.
- 12) Where the results of the internal audit indicate that operations or procedures are not in compliance with this Part, corrective action shall be taken pursuant to Section 196.165 of this Part.
- 13) Where results of the internal audit indicate that the laboratory's test results are invalid, the laboratory shall take immediate corrective action and shall immediately notify in

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writing any clients whose data are affected;

(Source: Repealed at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 196.165 Quality Assurance Plan (Repealed)

- a) The laboratory shall prepare and implement a quality assurance plan (QAP). The QAP shall be available for use by the laboratory personnel.
- b) The laboratory management shall ensure that quality assurance policies and objectives are documented in the QAP and communicated to and understood by and implemented by all applicable laboratory personnel.
- c) The QAP must be a laboratory specific document that may incorporate by reference available SOPs or other material for example approved test methods and guidance documents. Documents incorporated by reference shall be made available to the Agency.
- d) The QAP shall list on the title page: a document title; the laboratory's full name and address; the name and address (if different from above) and telephone number of individuals responsible for the laboratory; the name of the quality assurance officer; the identification of all major organizational units which are to be covered by this QAP; and the effective date of the version.
- e) The QAP shall describe the QA/QC practices employed by the laboratory and shall at a minimum include the QA/QC requirements specified in the approved test methods. The QAP shall include a description of the following items or have the items referenced by or appended to the laboratory QAP:
  - 1) a quality policy statement, including objectives and commitments by laboratory top management;
  - 2) the laboratory organization and staff responsibilities including a chart or table showing the laboratory organization; the laboratory's place in any parent organization; and job descriptions of key staff and referencing the job descriptions of other staff;
  - 3) the chart or table in subsection (f)(2) above shall show the relations between management, technical operations, support services and the quality system;
  - 4) procedures for control and maintenance of documentation; a document control system which ensures that all SOPs, manuals, or documents clearly indicate the time period during which the procedure or document was in force;
  - 5) identification of the laboratory's approved signatories. At a minimum the title page must have the signed concurrence with appropriate titles of all responsible parties including the quality assurance officer, laboratory director, and laboratory owner (if applicable);
  - 6) general quality control procedures;
  - 7) reference to verification practices including but not limited

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- to---interlaboratory comparisons--PB programs--use of--reference materials and internal quality control programs;
- 18) the laboratory's procedures--for calibration--verifications--and the equipment--procedures--for calibration--verifications--and maintenance;
- 19) the laboratory's scope of test methods and SOPs;
- 18) the laboratory's physical facilities--including services and resources;
- 11) the laboratory's procedures for reviewing all new work to ensure that the laboratory has the appropriate facilities and resources before commencing such work;
- 12) sample acceptance policy and sample receipt policy;
- 13) sample tracking and storage procedures;
- 14) record keeping data review and reporting procedures;
- 15) corrective action policy and procedures to be followed for feedback and corrective action whenever testing discrepancies are detected--or--departures from documented policies and procedures occur, including but not limited to the following requirements:
- A) identification of such problems--and the anticipated or recommended corrective actions;
  - B) identification of individuals responsible for initiating corrective actions;
  - C) identification of individuals responsible for investigating the problem;
  - B) definition of how the analyst should treat the data set if the associated QC measurements are unacceptable;
  - B) documentation in writing of the problem--the corrective actions--and the final outcome--and
  - F) specification of the procedures for review of the corrective actions by a supervisor and the quality assurance officer;
- 16) the laboratory management arrangements for permitting departures from documented policies and procedures;
- 17) procedures for dealing with complaints;
- 18) procedures for protecting confidentiality and proprietary rights;
- 19) procedures for internal audit;
- 21) procedures for management review of the QAP;
- 21) procedures for establishing that personnel are experienced in the duties that they are expected to carry out or receive any needed training;
- 22) definition of terms--and
- 23) a bibliography;
- 16) the laboratory management shall review the QAP to ensure the QAPs continuing suitability--effectiveness and compliance with this Part;
- the laboratory shall:
- 1) incorporate all changes including but not limited to--changes in approved test methods--changes in laboratory equipment or changes in laboratory personnel; and
  - 2) document pursuant to Section 106.109 of this Part--the management review of the QAP.

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- 9) the laboratory shall maintain for each approved test method written laboratory specific SOPs that accurately reflect all phases of current laboratory practices such as assessing data integrity--corrective actions--and handling customer complaints--the SOPs shall include the following topics where applicable:
- 1) Scope and application--this topic includes a list of analytical methods to which the approved test method applies--a generic description of method--sensitivity and a description of method limitations--much of this material may be presented in a tabular format;
  - 2) Summary of the approved test method--this topic summarizes the approved test method--in a few paragraphs--the purpose of the summary is to provide a succinct overview of the technique to aid the reviewer or data user in evaluating the approved test method and--the data--list sample volume--extraction--digestion--concentration--and other preparation steps--employed--the analytical instrumentation--and--detector systems--and--the techniques used for quantitative determinations;
  - 3) Definitions--this topic includes the definitions of--all method specific terms--for extensive lists of definitions this section may simply refer to a glossary attached at the end of the approved test method document;
  - 4) Interferences--this topic needs to discuss any--known interferences that are specific to the approved test method;
  - 5) Safety--this topic needs to discuss only those safety issues specific to the approved test method--and beyond the scope of routine laboratory practices--hazard analyses or reagents that pose specific toxicity or safety issues need to be addressed in this topic;
  - 6) Equipment and supplies--this topic must state the equipment and supplies that were used to performing the approved test method;
  - 7) Reagents and standards--this topic must provide details on the concentration and preparation of reagents and standards to allow the work to be duplicated;
  - 8) Sample collection preservation and storage--this topic must provide information on sample collection preservation shipment and storage conditions;
  - 9) Quality control--this topic must describe specific QC steps including such procedures as method blanks--laboratory control samples--QC check samples--and instrument checks--this topic must define all terms not previously defined present to subsection (9)(1)---this topic must include the frequencies for each QC operation;
  - 10) Calibration and standardization--this topic must discuss initial calibration procedures indicate frequency of such calibration refer to performance specifications--and indicate corrective actions that must be taken when performance specifications are not met---this topic also may include discussion of procedures

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for calibration, verification or continuing calibrations; if these procedures are not included in subsection (g)(1),

- 1) Procedure. This topic must provide a general description of the sample processing and instrument analyses steps.
- 1) Data. Analyses and calculations. This topic must describe qualitative and quantitative aspects of the approved test method.
- 1) Identification criteria that are used and provide the questions that are used to derive final sample results.
- 1) Method performance. This topic must provide a detailed description of the approved test method, performance, including data on precision, bias, detection limits and statistical procedures used to develop performance specifications.
- 1) Pollution prevention. This topic must describe aspects of the analytical method that minimize or prevent pollution.
- 1) Waste management. This topic must describe waste management practices specific to the approved test method.
- 1) References. This topic must cite source documents and publications including the approved test method.
- 1) Tables. Diagrams, flow charts, and validation data. This topic must provide additional information and may be presented at the end of the approved test method. Lengthy tables may be included here and referenced elsewhere in the text by number.
- 1) In cases where the laboratory makes minor modifications to the approved test method (for example, change in type of column or change in operating conditions) the modifications shall be documented in the SOPs. Where the approved test method is ambiguous or provides insufficient detail (for example, reagent purity or reagent concentration) clarifications shall be documented in the SOPs.
- 1) Laboratory personnel shall have access to copies of the SOPs.
- 1) The laboratory shall have documented procedures for making and controlling revisions to SOPs. The following information shall be included on each page of the SOPs:
  - 1) SOP number;
  - 2) revision number;
  - 3) date; and
  - 4) current page number of total pages of a section.

(Source: Repealed at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 186.170 Performance Evaluation Sample Testing (Repealed)

- a) The laboratory shall analyze PB samples for each field of testing and matrix and analyze for which the laboratory is seeking initial accreditation, maintaining accreditation or renewing accreditation in accordance with this Part.
- b) The laboratory shall analyze PB samples which meet the following requirements:

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- 1) For drinking water laboratory accreditation, the laboratory shall analyze PB samples for each field of testing approved test method and analyze as applicable to its scope of accreditation.
- 2) For wastewater and hazardous waste laboratory accreditation, the laboratory shall analyze PB samples for each analyte matrix and field of testing as applicable to its scope of accreditation that contain:

- A) for each inorganic field of testing, each analyte; and
- B) for each organic field of testing, the number of analytes specified in the following table:

Number of analytes of interest in method	Number of analytes in PB sample
1	1
2	2
3	3
4-7	4
8-10	5
11-15	7
16-20	10
21-25	12
26-30	15
31-35	17
36-40	20
41-45	22
46-50	25
51-55	27
>56	30

- c) The laboratory shall analyze additional PB samples upon demand by the Agency. The Agency may require analyses of additional PB samples for the following reasons:
  - 1) a major change in ownership or supervision;
  - 2) complaints by data users or employees;
  - 3) a request by the laboratory for reinstatement of a field of testing or approved test method or
  - 4) suspicion of fraudulent action.
- d) The laboratory shall participate in the following US EPA PB programs or equivalent Agency approved PB programs as determined pursuant to Section 186.175 of this Part:
  - 1) each US EPA Water Supply (WS) PB study or equivalent for drinking water; analytes included in Section 186.180 of this Part;
  - 2) each US EPA Water Pollution (WP) PB study or equivalent for wastewater; analytes included in Section 186.180 of this Part or

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- 3) an approved solid waste or hazardous waste PB program for solid and hazardous waste analytes included in Section 166.168 of this Part.
- e) The Agency will accredit the laboratory for an approved test method and analyze for which no PB samples are applicable based on the laboratory meeting the other requirements of this Part. Section 166.169 of this Part lists the approved test methods or analytes for which a PB sample is not applicable.
- f) The Agency will accredit the laboratory for an approved test method and analyze for which no PB samples are available based on the laboratory meeting the other requirements of this Part.
- g) The laboratory shall analyze PB samples pursuant to this Section and forward PB sample results to the Agency at least twice a year at a minimum of six month intervals.
- 1) The laboratory shall file a preliminary PB report with the PB program coordinator or administrator within the program's reporting deadline.
  - 2) Within the PB program's reporting deadline, the laboratory shall submit to the Agency a copy of the preliminary PB report specified in subsection (g)(1)(i).
  - 3) The laboratory shall sign and complete the attestation statement required in subsection (f)(1)(i).
  - 4) The laboratory shall be responsible for ensuring that its final PB sample results, as evaluated by the PB program coordinator or administrator, are submitted to the Agency within 15 days after the laboratory's receipt of the results.
  - 5) Within 30 days after the Agency's receipt of the laboratory's final PB sample results, the Agency will review and assess the results using the criteria of subsections (m) and (n) below. The Agency will notify the laboratory in writing of its accreditation status.
  - 6) The laboratory shall submit a plan of corrective actions within 30 days after receipt of the Agency's subsection (g)(1)(i) correspondence for all results judged unacceptable according to this Section.
  - h) The laboratory shall be responsible for the cost of participation in PB programs.
  - i) The laboratory shall follow routine procedures to process, log, inventory, track, analyze and document PB samples.
  - j) Failure to follow these procedures is grounds for disqualification of a laboratory's PB results.
  - 2) The analyst and laboratory management shall attest to the routine handling of the PB samples by signing and submitting to the Agency the following statements: a) certify that the enclosed PB sample results were produced as required by 35 Illinois Administrative Code 166.4.
  - 3) The laboratory's personnel shall not engage in interlaboratory communications regarding PB sample results until after the reporting

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- deadline of the PB study.
- 1) The Agency will revoke an accredited laboratory's entire accreditation for engaging in interlaboratory communications concerning PB sample results prior to the reporting deadline.
  - 2) The Agency will deny accreditation to an applicant laboratory for engaging in interlaboratory communications concerning PB sample results prior to the reporting deadline.
  - 3) The laboratory may apply for accreditation six months after the effective date of the revocation or denial of accreditation.
  - h) The laboratory shall not send PB samples to another laboratory for analysis.
  - i) The Agency will revoke an accredited laboratory's entire accreditation for submitting another laboratory's PB sample results as its own.
  - 2) The Agency will deny accreditation to an applicant laboratory for submitting another laboratory's PB sample results as its own.
  - 3) The Agency will revoke an accredited laboratory's entire accreditation for knowingly receiving for analysis or knowingly participating in the falsification of any reporting of another laboratory's PB sample results.
  - 4) The Agency will deny accreditation to an applicant laboratory for knowingly receiving for analysis or knowingly participating in the falsification of any reporting of another laboratory's PB sample results.
  - 5) The laboratory may apply for accreditation six months after the effective date of the revocation or denial of accreditation.
  - i) The laboratory's personnel shall not attempt to obtain the true values of PB samples prior to the reporting deadline of the PB study.
  - j) The Agency will revoke an accredited laboratory's entire accreditation for attempting to obtain the true values of PB samples prior to the reporting deadline.
  - 2) The Agency will deny accreditation to an applicant laboratory for attempting to obtain the true values of PB samples prior to the reporting deadline.
  - 3) The laboratory may apply for accreditation six months after the effective date of the revocation or denial of accreditation.
  - m) The Agency will utilize the following criteria in evaluating PB sample results:
    - 1) A laboratory's PB sample results for drinking water analytes is acceptable when the laboratory's results are within the statistically determined 95% confidence interval of the PB study or within the fixed performance limits required by the USEPA for that analyte.
    - 2) A laboratory's PB sample results for drinking water analytes is unacceptable when the laboratory's results are outside the statistically determined 95% confidence interval of the PB study or outside the fixed performance limits required by the USEPA for

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## that analyte:

- 3) A laboratory's PB sample result for wastewater analytes and solid and hazardous waste analytes is acceptable when the laboratory's result is within the statistically determined 99% confidence interval of the PB study or within the fixed performance limits required by the USEPA for that analyte.
- 4) A laboratory's PB sample result for wastewater analytes and solid and hazardous waste analytes is unacceptable when the laboratory's result is outside the statistically determined 99% confidence interval of the PB study or outside the fixed performance limits required by the USEPA for that analyte.
- 5) A laboratory's PB sample result is acceptable when the PB program determines that the PB study is invalid for that analyte or that the PB study data cannot be evaluated for that analyte due to technical failures.
- 6) A laboratory's PB sample result is unacceptable if the laboratory fails to participate in a PB study or fails to submit results to the Agency within 45 days after the laboratory's receipt of the final PB results as specified in subsection (g)(4) above.
- 7) A laboratory's PB sample result is unacceptable if the laboratory fails to submit a PB result on or before the deadline of the PB study as specified in subsections (g)(1) and (g)(2).
- 8) A laboratory's PB sample results for the drinking water volatile organic contaminants (VOCs) listed in 49 CFR 141.61(a)7 excluding vinyl chloride are acceptable if the laboratory submits results that meet the criteria of subsection (m)(1) for at least 80% of all the listed VOCs excluding vinyl chloride in drinking water on a PB study.
- 9) A laboratory's PB sample results for the drinking water VOCs listed in 49 CFR 141.61(a)7 excluding vinyl chloride are unacceptable if the laboratory fails to submit results that meet the criteria of subsection (m)(1) for at least 80% of all the listed VOCs excluding vinyl chloride in drinking water on a PB study.
- 10) If subsection (b)(2)(B) requires a laboratory to analyze a PB sample for five or more analytes of interest, the laboratory shall achieve acceptable PB results for at least 80% of the required analytes present in the PB sample.
- 11) If subsection (b)(2)(B) requires a laboratory to analyze a PB sample containing four or fewer analytes of interest, the laboratory shall achieve acceptable PB results for all the required analytes of interest.
- 12) A laboratory's PB sample result is unacceptable if the laboratory fails to analyze the PB samples by the approved test method.
- 13) The Agency will determine the laboratory's accreditation status for each approved test method and analyte based on the laboratory's performance on the applicable PB study as evaluated according to this Section.

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- 1) The Agency will deny accreditation to a laboratory seeking initial accreditation for an approved test method and analyte if the laboratory submits unacceptable results as evaluated according to this Section on two out of three PB studies most recent to the laboratory's initial application package.
- 2) The Agency will suspend a laboratory's accreditation for an approved test method and analyte if the laboratory submits unacceptable results as evaluated according to this Section on two consecutive PB studies for that approved test method and analyte.
- 3) The subsection (n)(2) suspension is effective immediately upon receipt of notification of the suspension pursuant to Section 166.218 of this Part.
- 4) The Agency will change the laboratory's suspended status for the approved test method and analyte to accredited status if:
  - A) the laboratory submits documentation that demonstrates the corrective actions described in subsection (g)(6) were completed and were effective; and
  - B) the laboratory accepts and analyzes two PB samples for the suspended approved test method and analyte on the next two PB studies. The PB samples analyzed in this subsection (n)(4)(B) shall be:
    - i) obtained from an approved PB program
    - ii) analyzed subsequent to subsection (n)(4)(A) actions; and
    - iii) obtained from distinct PB studies.
- 5) The Agency will revoke the laboratory's accreditation for an approved test method and analyte if the laboratory submits unacceptable results as evaluated according to this Section for an approved test method and analyte on three consecutive PB studies. The results of the PB sample analyzed pursuant to subsection (n)(4)(B) shall be utilized to evaluate the laboratory's accreditation status.
- 6) The subsection (n)(5) revocation is effective immediately upon receipt of notification of revocation pursuant to Section 166.218 of this Part.
- 7) After the submittal of unacceptable results on three consecutive PB studies, the Agency will change the laboratory's revoked status for an approved test method and analyte to accredited status if the laboratory:
  - A) submits documentation that the corrective actions described in subsection (g)(6) were completed and were effective;
  - B) accepts and analyzes two consecutive PB samples for that approved test method and analyte on the next two consecutive applicable PB studies. The PB samples analyzed pursuant to this subsection (n)(6)(B) shall be:
    - i) obtained from an approved PB program;
    - ii) analyzed subsequent to submittal of documentation



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pursuant to subsection (a)(4)(A) and

iii) obtained from distinct PB studies;

- e) meets all of the applicable requirements of this Part;
- or the laboratory shall authorize the release of PB sample results to the Agency;

(Source: Repealed at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 186.175 Performance Evaluation Testing Programs (Repealed)

- a) The Agency will recognize PB programs and accept the results of PB programs for laboratory accreditation if the program is offered by:

- 1) a federal agency;
- 2) an entity that demonstrates to the Agency that it has the resources, technical ability and quality assurance system to prepare PB samples; characterize PB samples; test PB samples; package PB samples; label PB samples; securely store PB samples; distribute PB samples; maintain the integrity of PB samples throughout the production and distribution process; evaluate PB sample results; report PB sample results; meet the requirements of this Section and meet the applicable requirements of Section 186.178 of this Part;

A) The Agency may perform an on-site evaluation of the entity seeking approval of its PB program;

- B) The entity shall submit a written program plan and SOPs that document the entity's quality assurance system in this subsection (a)(3)(B); submission of the entity shall address each item listed in ASBW 11361-957 Sections 67.2 and 8 and Annex 2;

C) The Agency will not release information submitted by the entity that is identified by the entity as a trade secret or confidential business information pursuant to Section 186.172 of this Part;

- b) An entity that seeks or obtains approval of its PB program shall:

- 1) meet the requirements of ASBW 11361-957
- 2) utilize PB samples that meet the criteria described in ASBW 11361-957 5.3.3 Interlaboratory Testing Program
- 3) prepare and distribute PB samples that contain analytes at or near the applicable regulatory limit
- 4) ensure and communicate the suitability, homogeneity and stability of PB samples by:

- A) verifying the true value before distribution through direct analysis against a NIST standard reference material if available or calibration material prepared from a separate raw material source or a source external to the provider if a NIST standard reference material is not available;

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- B) testing within seven days before the deadline of the PB study to demonstrate that the mean analytical value for each analyte in the PB sample falls within the 95% confidence interval calculated for the true value; verification in subsection (b)(4)(A);

C) testing final packaged PB samples prior to shipment to demonstrate that PB samples distributed to the laboratories are homogeneous;

- B) testing final packaged PB samples after completing subsection (b)(4)(E) testing and prior to shipment to demonstrate that PB samples distributed to the laboratories have analytical values that fall within the 95% confidence interval calculated for the true value; verification in subsection (b)(4)(A);

E) submitting the results generated in subsections (b)(4)(A) and (E) to the Agency prior to PB sample distribution and making the results generated in subsections (b)(4)(A) and (E) and (E) available to the participating laboratories upon request after the close of the PB study;

- 5) maintain PB samples for retesting;

6) distribute PB samples;

A) at a minimum of two times per year;

B) at a minimum of one concentration for each analyte in an approved test method listed in Section 186.103(b)(1) of this Part;

C) at a minimum of one concentration for the approved test methods listed in Section 186.103(b)(2) and (3) of this Part that includes the minimum number of analytes as specified in the table in Section 186.178(b)(2)(B) of this Part; and

B) at a volume that allows for testing by at least two applicable approved test methods within the fields of testing described in Section 186.103 of this Part;

- 7) determine true values and acceptable ranges for PB sample results by utilizing the US EPA's fixed limits when recertified or utilizing the US EPA's Bi-Weight Program with at least 10 data points from the current PB study;

A) to statistically determine the 95% confidence interval of the PB study drinking water analytes; and

B) to statistically determine 99% confidence intervals of the PB study for wastewater analytes and hazardous and solid waste analytes;

9) utilize a code to identify participating laboratories so that each laboratory's performance remains anonymous to all other participants;

9) provide technical assistance to resolve PB program problems including but not limited to lost samples broken containers and anomalies during analysis;

10) not have financial interest in an applicant or accredited



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- laboratory;
- 11) not share personnel, facilities or instrumentation with an applicant or accredited laboratory;
  - 12) not sell, distribute or provide PB samples, utilized pursuant to this Part, prior to the conclusion of the PB study for which they were designed;
  - 13) not sell, distribute or provide PB samples of identical design and concentration to those that are currently being used in a PB study for the Agency;
  - 14) not release the true value of a PB sample prior to the PB study deadline;
  - 15) report to the Agency within three days after occurrence any attempts to obtain the true value of a PB sample prior to the PB study deadline;
  - 16) maintain control over the confidentiality of a PB sample including but not limited to its production, testing, distribution, data collection, data analysis, and data reporting;
  - 17) identify the PE program coordinator;
  - 18) store records related to all phases of PB sample production and testing and to laboratory PB study data analysis for 10 years;
  - 19) maintain a mailing list of all PB study participants; and
  - 20) transfer data from preliminary PB report forms to electronic format by any viable double-entry mechanism.
- 6) An entity that seeks or obtains approval of its PB program shall identify problems within a PB study and notify the Agency within seven days after discovery of the problem:
- 1) After the subsection (c) notification the entity shall submit a written report to the Agency that:
    - A) describes the problem;
    - B) describes the corrective actions taken to address the problem; and
    - C) includes verification that the corrective actions taken were effective;
  - 2) If the problem is discovered prior to the release of the PB sample, the entity shall not release the results without the consent of the Agency;
- 7) An entity that seeks or obtains approval of its PB program shall:
- 1) notify participants at least one week in advance of expected PB sample shipping schedule;
  - 2) have a mechanism in place that allows participating laboratories to notify the PB program when PB samples are not received within three days after expected receipt;
  - 3) have a mechanism in place that allows participating laboratories to notify the PB program when samples are received in an unacceptable state;
  - 4) require participants to submit PB sample results to the PB program coordinator within one month after shipping the PB samples; and

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- 5) provide instructions on the preparation of PB samples, recording of PB samples and reporting of PB samples results;
- e) An entity that seeks or obtains approval of its PB program shall provide instructions for the completion of report forms and require participating laboratories to submit the following information on uniform report forms:
- 1) the participating laboratory's name, address and identification code;
  - 2) the analytical values for each analyte;
  - 3) the approved test method utilized to analyze the PB samples for each analyte;
  - 4) the statement specified in Section 106.170(f)(2) of this Part;
  - 5) a signature block for laboratory management who must attest to fulfillment of Section 106.170(f)(3) requirements; and
  - 6) the unique PB study identification code.
- f) An entity that seeks or obtains approval of its PB program shall provide for each PB study within one month of the PB study deadline:
- 1) laboratory specific results determined according to subsection (b)(1) to each participating laboratory and the Agency including:
    - A) laboratory identification, utilizing only the laboratory's identification code; and
    - B) analyte units of measure, reported value, true value and acceptance limits for each analyte;
  - 2) statewide and nationwide reports to the Agency summarizing PB study data including analyte units of measure, true value, total number of results reported, number of useable results, number of acceptable results, number of unacceptable results and acceptance limits; and
  - 3) a study specific report summarizing the statistical evaluation techniques used to analyze study data and a description of any anomalies associated with the study and a description of any sample data which could not be evaluated.
- g) An entity that seeks or obtains approval of its PB program shall provide laboratory results to the Agency in the following electronic form:
- 1) as ASCII delimited files;
  - 2) on a 3 1/2" diskette; and
  - 3) compatible with the Agency's accreditation program database.
- h) An entity that seeks or obtains approval of its PB program may submit to the Agency a waiver request for a limited number of requirements of this Section when meeting the requirement is not technically feasible or it would be extraordinarily costly:
- 1) in the waiver request, the entity shall clearly describe the reason for requesting the waiver;
  - 2) the Agency will respond in writing to the entity within one month after receiving the waiver request.



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## Section 186.185 Sample Acceptance and Receipt (Repealed)

- a) Regardless of the laboratory's level of control over sampling activities, all the requirements of this Section are essential to ensure sample integrity and valid data and shall be followed by the laboratory.
- b) The laboratory shall have a written sample acceptance policy that outlines the circumstances under which it will accept samples. But from any samples which do not meet the following criteria must be flagged in an unambiguous manner clearly defining the nature and substance of the variation. The sample acceptance policy shall be made available to sample collectors and shall require at a minimum:
- 1) complete documentation which shall include sample identification, the location, date and time of collection, collector's name, preservative added, sample type and any special remarks concerning the sample;
  - 2) sample labeling:
    - A) a unique identification of the sample and each sample container; and
    - B) a labeling system for the samples with durable labels and the use of indelible markings;
  - 3) documentation of use of preservation and sample containers as required by the approved test methods;
  - 4) adherence to the maximum allowable holding time prior to analyses as specified by the approved test methods; and
  - 5) adequate sample volume to perform the necessary analyses.
- c) The laboratory shall examine samples upon receipt for thermal preservation if applicable. The laboratory shall document the results of such examinations. All samples which require thermal preservation shall be considered acceptable if:
- 1) the arrival temperature is either within 42°F of the required temperature or the method specified range for samples with a specified temperature of 42°F; samples with a temperature of 0-1 to 64°F shall be acceptable; or
  - 2) the samples have been hand delivered to the laboratory within six hours after collection and there is evidence, such as arrival on ice, that the chilling process has begun;
- d) The laboratory shall examine samples for chemical preservation upon receipt or prior to or at the time of sample preparation or analysis. The laboratory shall document the results of such examinations. The laboratory shall define the procedures for checking chemical preservation using readily available techniques, such as pH-free chlorine or temperature prior to or at the time of sample preparation or analysis.
- e) When the samples do not meet the preservation and maximum holding time requirements as stated in the approved test method, the laboratory

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- shall notify the client requesting the analyses for further instructions before proceeding. If the sample does not meet the sample acceptance criteria listed in subsections (a) through (c) above, the laboratory shall either:
- 1) retain correspondence and records of conversations concerning the final disposition of rejected samples; or
  - 2) fully document any decision to proceed with the analysis of compromised samples including:
    - A) documenting the condition of the samples in the sample tracking records on the evidentiary chain of custody or transmittal form and laboratory receipt documents; and
    - B) appropriately qualifying the analyses data on the final report.
  - 3) The laboratory shall utilize a permanent sequential log to document receipt of all sample containers. The following information must be chronologically recorded in the log:
    - 1) date and time of laboratory receipt of sample;
    - 2) sample collection date;
    - 3) unique laboratory identification code as specified in subsection (b)(2) above;
    - 4) field identification code as supplied by the sample submitter;
    - 5) requested analyses including approved test method number;
    - 6) signature or initials of data logger;
    - 7) comments resulting from inspection for acceptance or rejection; and
    - 8) sampling kit code (if applicable);
  - 4) The laboratory shall maintain a complete sample tracking record as specified in Section 186.194(d) of this Part;
  - 5) The laboratory shall provide sample storage facilities that prevent cross-contamination of samples and meet the conditions specified by preservation protocols. The agency shall verify compliance through the examination of storage areas or through the review of analytical data on laboratory blanks that are stored with samples;
  - 6) The laboratory shall verify that cross-contamination between samples has not occurred;
  - 7) Drinking water samples to be analyzed for trihalomethanes or VOCs must be further segregated from all other samples and all organic solvent vapors;
  - 8) Samples shall be stored away from all standards, reagent, food and other potentially contaminating sources;
  - 9) Sample fractions, extracts, leachates and other sample preparation products shall be stored according to this Section or according to specifications in the approved test method;
  - 10) The laboratory shall store all samples in a secure area and limit access to authorized laboratory personnel only;
  - 11) The laboratory shall control and document access to all litigation samples and subsamples;
    - 1) A clean, dry, isolated room and refrigerated space that can be

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- security locked from the outside must be designated as a custody room;
- 2) Where possible, distribution of samples to the analysts performing the analysis must be made by the custodians;
- 3) Once the sample analyses are completed, the unused portion of the sample, together with all identifying labels, must be returned to the custodian; the returned labeled sample must be retained in the custody room until permission to destroy the sample is received by the custodian or other authority;
- 4) The laboratory shall follow the procedures specified in Section 186.19(9) of this Part for samples subject to litigation;

(Source: Repealed at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 186.190 Record Keeping, Sample Tracking and Reporting (Repealed)

- a) The records for each test shall contain information to permit repetition:
- i) The record-keeping system must allow historical reconstruction of all laboratory activities that produce the resultant sample analytical data;
- 2) The history of the sample must be traceable through the documentation:
- 3) The history of the sample shall include interlaboratory transfers of samples and sample extracts;
- b) There are two levels of record-keeping: sample tracking as described in subsection (d) below and evidentiary chain of custody as described in subsection (f) below;
- c) The laboratory shall maintain a record-keeping system that facilitates the retrieval of all working files and archived records for inspection and verification purposes by the Agency;
- d) The laboratory shall document and maintain records related to all procedures and activities to which a sample is subjected, including:
- i) Identity of personnel involved in sampling, preparation and testing;
- 2) Sample preservation, including but not limited to sample container and compliance with holding time;
- 3) Sample identification code, receipt, log in, acceptance or rejection;
- 4) Sample storage and tracking, including shipping, receipt, transit, forms and internal routing and assignment records;
- 5) Sample preparation including cleanup and separation procedures, extract or digestate identification code, volumes, weights, instrument printouts, meter readings, calculations, reagents;
- 6) Sample analysis;
- 7) Equipment receipt, use, specification, operating conditions, and preventative maintenance.

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- 8) calculations and statistical formulae used by the laboratory including:
- A) written procedures for all calculations are available for review;
- B) representative calculations are available and indicate that routine calculations are consistent with the written procedures;
- C) all raw data and supporting information needed to recreate calculations are available for review;
- B) the appropriate number of significant figures are carried out through all recorded data and calculations and the least precise step is identified in the calculations and the number of significant figures is an accurate reflection of the actual tolerances of the instrument or equipment used in this step;
- 9) procedures to verify that the reported data is free from transcription and calculation errors;
- 10) data handling including but not limited to reduction, review, confirmation, interpretation, assessment or validation and reporting;
- 11) measurements including procedures to select samples on which to perform measurements and assessment of method performance;
- 12) requirements specified in Section 186.18(3) of this Part;
- 13) all information necessary to produce unequivocally accurate records that document the laboratory activities associated with the sample receipt, preparation, analysis and reporting; and
- 14) procedures that maintain an unequivocal link with the unique field identification and the laboratory identification code assigned each sample;
- e) The laboratory shall retain the following records:
- i) all original or data, whether hard copy or electronic, for analytical samples and quality control measures, including analytical work sheets and data output records, such as chromatograms, strip charts, and other instrument response records;
- 3) copies of final reports;
- 3) archived SOPs;
- 4) all correspondence between the laboratory and the laboratory's clients;
- 5) all corrective action reports and audit responses;
- 6) PR sample results and raw data; and
- 7) data review and cross-checking;
- f) The laboratory shall document and maintain records concerning the receipt, use and traceability of analytical reagents and standards, including at a minimum:
- i) verification that standards are traceable to national standards if traceability to a national standard is not possible; the laboratory shall demonstrate by appropriate means for example

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analyses of PB samples) that the instrumentation and equipment is properly calibrated;

- 2) certificate of the origin, purity and traceability of all standards and reagents; these records shall include the date of receipt, storage conditions, the date of opening and expiration date;
- 3) procedures to ensure the traceability of working and intermediate standards to purchased stock standards or neat compounds which include the date of preparation and preparer's initials; and
- 4) procedures to clearly identify all prepared reagents and standards, including preparation date, concentrations, and preparer's initials;
- 5) The laboratory shall document and maintain records, whether hard-copy or electronic, of instrument and equipment calibrations, including at a minimum:
  - i) calibration procedures; calibration frequency; calibration acceptance criteria;
  - 2) procedures to label all calibration curves including the date, approved test method, analyzer, standard concentrations, and instrument responses; and
  - 3) procedures to label the axes of the calibration curve:
    - A) For electronic data processing systems which automatically compute the calibration curve, the system shall record the equation for the curve and correlation coefficient;
    - B) Laboratory personnel shall record the equation of the line and the correlation coefficient when the calibration curve is prepared manually;
- 6) Where computers or automated equipment is used for the capture, processing, manipulating, recording, reporting, storage or retrieval of test data, the laboratory shall:
  - i) meet all the requirements of this Part;
  - 2) maintain a listing of computer software with a description of the software's intended use in the laboratory;
  - 3) establish and implement procedures for protecting the integrity of the data; such procedures shall include but are not limited to:
    - A) integrity of data entry or capture;
    - B) data storage;
    - C) data transmission; and
    - D) data processing;
  - 4) maintain computer and automated equipment to ensure proper functioning and provide environmental and operating conditions necessary to maintain the integrity of calibration and test data;
  - 5) establish and implement procedures for the maintenance of security of data, including the prevention of unauthorized access to and the unauthorized amendment of computer records; and
  - 6) maintain hard-copy or write protected backup copies of records that are stored or generated by computer.

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- 4) The laboratory shall maintain the following administrative records:
  - i) personnel qualifications, education, experience and training pursuant to the requirements set forth in Section 186.140 of this Part;
  - 2) title and any required repetitions of the IIMP for each analyst pursuant to the requirements set forth in Section 186.160 of this Part; and
  - 3) a log of names, initials and signatures for all individuals who are responsible for signing or initialing any laboratory record;
- 5) Laboratory personnel shall sign or initial all record entries. The reason for the signature or initials shall be clearly indicated in the record, including but not limited to: sampled by, prepared by, reviewed by:
  - i) All generated data except those that are generated by automated data collection systems shall be recorded directly, promptly and legibly in permanent ink;
  - 2) All corrections to record keeping errors shall be made by one line marked through the error; the individual making the correction shall sign or initial and date the correction;
  - 3) Laboratory personnel shall not obliterate entries in records by erasures, white-out or markings;
  - 4) Electronically maintained records shall be kept in such a fashion as to indicate any change in the record;
- 6) Record Retention
  - i) The laboratory shall retain all records:
    - A) Pertaining to drinking water analyses that are associated with the laboratory accreditation for a minimum of 10 years; Analyses of lead and copper samples shall be retained for a minimum of 12 years;
    - B) Pertaining to environmental analyses that are associated with the laboratory's accreditation for a minimum of five years unless otherwise designated for a longer period of time in another regulation;
    - C) Pertaining to all suppliers from whom it obtains support services or supplies required for tests for a minimum of five years;
  - 2) The laboratory shall maintain an archive of all obsolete or replaced procedures or records for a minimum of five years;
  - 3) The laboratory shall allow the Agency access to archived information;
  - 4) Access to archived information shall be documented with an access log; these records shall be protected against fire, theft, loss, environmental deterioration, vermin and in the case of electronic records, electronic or magnetic sources;
  - 5) The laboratory shall establish a record management system for control of:
    - A) Laboratory notebooks;
    - B) Instrument logbooks;



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- C) standards-logbooks-and  
B) records---for---data---reduction-validation-validation-storage-and  
reporting:
- 1) All raw data associated with samples analysis (for example calibration curves, strip charts, tabular printouts, computer data files, analytical notebooks) and run logs shall include the following information:
- 1) the laboratory sample identification code;
  - 2) the date of analysis;
  - 3) the instrumentation identification and instrument operating conditions for reference to such information;
  - 4) the analysis type;
  - 5) all calculations automated or manual to which the sample data is subjected; and
  - 6) the analysts and technician's initials or signature.
- m) The laboratory shall maintain SPUs that accurately reflect all phases of current laboratory activities as required in Section 106.105 of this Part.
- n) The laboratory shall issue sample data or sample result reports accurately and in a manner that is understandable to the recipient. The basic information to be included in the report shall include the following:
- 1) report title--such as "Certificate of Results" or "Laboratory Results" with the accreditation number, name, address, and phone number of the laboratory;
  - 2) name and address of client and project;
  - 3) unique identification of the report (such as serial number) and of each page; and identification of the total number of pages; the laboratory may meet this requirement in several ways:
    - A) The total number of pages may be listed on the first page of the report, as long as the subsequent pages are identified by the unique report identification and consecutive numbers;
    - B) Each page is identified with the unique report identification; the pages are identified as a number of the total report pages; for example 3 of 49 or 4 of 49; or
    - C) Other methods of identifying the pages in the report may be acceptable as long as it has discrete pages which are associated with a specific report and the report contains a specified number of pages;
  - 4) description and identification of samples (including client ID code);
  - 5) date of sample receipt, sample collection, and sample analysis (time of sample preparation and analysis if the required holding time for either activity is less than or equal to 48 hours);
  - 6) approved test method utilized;
  - 7) sample results with any failures or deviations from approved test methods or QC criteria identified, such as data qualifiers;
  - 8) signature or name if electronic and title of the individuals

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- accepting responsibility for the content of the report and date of issue;
- 9) clear identification including the lab name and accreditation number pursuant to the requirements set forth in Section 106.105 of this Part of any sample results that were generated by a subcontracted laboratory;
- 10) a description of the calculations or operations performed on the data; a summary and analysis of the data; and a statement of conclusions drawn from the analysis;
- 11) identification of the reporting unit, such as ug/l or mg/kg;
- 12) a statement that the report shall not be reproduced, except in full, without the written approval of the laboratory where appropriate;
- 13) where applicable, a statement to the effect that the sample results relate only to the analyses of interest tested or to the sample as received by the laboratory;
- 14) where applicable, characterization and condition of the sample;
- 15) where applicable, reference to sampling procedure; and
- 16) clearly unambiguous identification of analytical results generated by an approved test method for which the laboratory is accredited in accordance with the laboratory's accreditation pursuant to this Part.
- o) The laboratory shall certify that the sample results meet all requirements of this Part or provide reasons which explain why they do not meet all requirements of this Part.
- p) After a laboratory delivers its sample data and sample result reports to the client, the laboratory shall only correct, add or delete information from the report when it supports those actions by supplementary documentation. Any supplemental report shall clearly identify its purpose and shall contain all reporting requirements specified in this Section.
- q) Laboratories that are operated by a facility and whose sole function is to provide data to the facility management for compliance purposes may provide the information required in subsections (1)(1) through (7) and (11) above to management. The facility management must assure that the remaining items in subsection (1) above are added in the sample data and sample reports to the regulatory authority if such information is required.
- r) The laboratory shall pay particular care and attention to the arrangement of the report, especially with regard to presentation of the sample results and ease of assimilation by the reader. The format shall be carefully and specifically designed for each type of approved test method carried out, but the headings shall be standardized as far as possible.
- s) The laboratory shall notify clients promptly in writing of any event such as identification of defective measuring or instrumentation that indicates that the laboratory's test results given in any sample data and sample result reports or amendment to a sample data and sample



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result reports are invalid;

- t) The laboratory shall ensure that where clients require transmission of test results by telephone, telefacsimile, or other electronic or electromagnetic means, laboratory personnel shall follow documented procedures that ensure that the requirements of this Part are met and that confidentiality is preserved.
- u) The laboratory shall follow subsection (d) above and these minimal evidentiary chain-of-custody procedures when processing a sample for the purpose of litigation:
- 1) Laboratories accredited for drinking water analyses when requested to analyze a sample for possible legal action against a public water supplier shall use the evidentiary chain-of-custody procedures specified in the Manual for the Certification of Laboratories Analyzing Drinking Water.
  - 2) The laboratory shall establish and maintain the following basic requirements for evidentiary chain-of-custody:

- A) The evidentiary chain-of-custody records shall account for an unbroken possession of the sample while it is in the laboratory's custody;
- B) The evidentiary chain-of-custody records shall include signatures of all individuals who were involved with physically handling the samples and the time of day and calendar date that the sample was physically transferred from one individual to the next individual or to and from a controlled access storage area;
- C) A minimum number of persons shall be involved in sample handling;
- D) The laboratory shall limit the number of documents that are required to establish evidentiary chain-of-custody;
- E) The evidentiary chain-of-custody forms shall remain with the samples during transport or shipment;
- F) The laboratory shall control access to all evidentiary samples and subsamples and shall document this control as described in Section 186.105(f) of this Part;
- G) Transfer of sample subsamples, digestates or extracts to another laboratory is subject to all of the requirements for evidentiary chain-of-custody;
- H) The laboratory shall ensure that sample containers which are shipped are sealed in such a manner so that tampering by unauthorized personnel is immediately evident;
- I) The laboratory shall ensure that if required individual sample containers shall be sealed in such a way to prevent tampering;
- J) The laboratory shall ensure that mailed packages of samples be registered with return receipt requested if such packages are sent by common carrier; receipts shall be retained as a part of the permanent evidentiary chain-of-custody documentation;

- v) The laboratory shall maintain records of sample disposal practices including where appropriate, the date of sample or subsample disposal and name of the responsible person;
- 1) If the sample is part of litigation, disposal of the physical sample shall occur only with the concurrence of the affected legal authority, sample data user and submitter of the sample;
- 2) If the sample is subject to evidentiary chain-of-custody, the laboratory shall document and retain a record of all conditions of disposal and all correspondence between all parties concerning the final disposition of the physical sample;
- 3) If the sample is subject to evidentiary chain-of-custody, the sample records shall indicate the date of disposal, the nature of disposal (such as sample depleted, sample manifested to a hazardous waste facility, sample returned to client) and the identity of the individual who performed the task;
- 4) Each laboratory shall have waste collection, storage, recycling and disposal procedures and policies as part of their SOPs; where disposal practices are included as part of an approved test method, the laboratory shall strictly follow the approved test methods disposal practices while more specific disposal criteria are not an aspect of this accreditation program; the laboratory should apply appropriate Federal, State and local disposal practices as a part of good laboratory procedures;
- w) The laboratory shall have a documented policy and procedures for the resolution of complaints received from clients or other parties about the laboratory's activities:
- 1) The laboratory shall audit the laboratory activities as required in Section 186.160(d) of this Part resulting from a complaint or any other circumstance that impacts the laboratory's compliance with:
  - a) the laboratory's policies or procedures;
  - b) the requirements of this Part; and
  - c) the quality of the laboratory's calibration or tests;
- 2) The laboratory shall maintain records of the complaint and the laboratory's subsequent actions;
- x) The laboratory shall document the management review of the QAC.

(Source: Repealed at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 186.195 Subcontracting (Repealed)

- a) Any accredited laboratory that subcontracts accredited analytical work to another laboratory shall establish that the contracted laboratory has been accredited under this Part for the appropriate fields of testing approved test methods and analytes;
- b) The laboratory shall ensure and have the ability to demonstrate that the subcontracted laboratory meets the criteria of this Part by

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retaining--a--copy-of-the-most-recent-certificate-issued-by-the-Agency-to-the-subcontracted-laboratory;

e) The-laboratory-shall-notify-the-client-in-writing-of-the-laboratory's-intention-to-subcontract-any-portion-of-the-analytical-work-to-another-accredited-laboratory;

d) The--name----and-accreditation-number--of--the-laboratory-actually-performing-the-analysis-shall-be-stated-on-all-reports-of-analytical-sample-results;

e) The-laboratory-shall-maintain-a-record-of-all-laboratories-to-which-it-subcontracts-analytical-work;

(Source: Repealed at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 186.200 Reciprocity (Repealed)

a) Notwithstanding-any-other-provision-of-this-Party--the-Director-may-effect--to-enter--into-reciprocal-agreements-with-the-governments-of-other-states-or-with-federal-governmental-units--for-recognition-of-their-environmental-laboratory-on-site-evaluations-and-accreditations. Recognition-under-reciprocity-will-occur-when-the-accreditation-program-is-equivalent-to-this-Party--if-a-reciprocity-agreement-is-revoked-all-accreditations-issued-pursuant-to-this-Section-shall-remain-valid-until-their-stated-expiration-dates;

b) The-Agency-shall-issue-Certificates-which-contain-the-elements-specified-in-Section-186.136(d)(2)-of-this-Part--to-laboratories-granted-accreditation-through-reciprocity;

(Source: Repealed at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 186.205 Acceptance of Out-of-State Accreditation (Repealed)

a) The-Agency-will-consider-acceptance-of-an-out-of-state-laboratory's-accreditation-by-another-state-or-federal-certifying-authority-as-accreditation-pursuant-to-this-Part-if-the-laboratory-and-the-other-state-or-federal-accrediting-authority's-accreditation-program-meet-the-following-requirements:

1) The-laboratory-is-accredited-by-the-state-accrediting-authority-of-the-state-in-which-the-laboratory-is-physically-located-or-is-accredited-by-a-federal-accrediting-authority; and

2) The--state-or-federal-accrediting-authority's-environmental-laboratory-accreditation-requirements-are-equal-to-or-exceed-the-requirements-of-this-Part-for-the-fields-of-testing-Approved

b) If--the-laboratory-is-located-in-a-state-that--does--not--offer-environmental-laboratory-accreditation-the-Agency-will-consider-an-out-of-state-laboratory-for-accreditation-if-the-laboratory-meets-the

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following-requirements:

1) The-laboratory-holds--an-accreditation-from--another--state--or-federal--accrediting--authority--for--the--fields--of--testing--Approved--test--methods--and--analyses--for--which--accreditation-pursuant-to-this-Part-is-sought;

2) The-state-or-federal-accrediting-authority-performed-an-on-site-evaluation; and

3) The--state-or--federal--accrediting-authority's-environmental-laboratory-accreditation-requirements-are-equal-to-or-exceed-the-requirements-of--this-Part--for-the-fields-of-testing-Approved-test-methods-and-analyses-for-which-accreditation-is-sought.

c) The-laboratory-seeking-acceptance-of-an-out-of-state-accreditation-shall:

1) submit-the-most-recent-on-site-evaluation-deficiency-report-and-the-laboratory's-response-to-specified-on-site-deficiencies;

2) submit-a-copy-of-the-certificate-issued-to-the-laboratory-by-the-accrediting-authority;

3) submit-an-application-package-as-specified-in-Section-186.125-of-this-Part-including-a-current-copy-of-the-state-or-federal-accrediting-authority's-rules-regarding-environmental-laboratory-accreditation-and

4) notify-the-Agency-in-writing-within-30-days-of-changes-in-the-state-or-federal-accrediting-authority's-program-requirements-and-changes--in--the-laboratory's-status-of-accreditation--if-notification-is-not-received-within-30-days--the-laboratory-accreditation-shall-be-denied-or-revoked-as-specified-in-Section-186.210-of-this-Part;

d) The-Agency-shall-assess-the-fee-required-under-Section-17.8-of--the-Act-for-out-of-state-accreditation;

e) The-Agency-or-its-designee-may-conduct-an-on-site-evaluation-or-issue-PE-samples-to-a-laboratory-for-the-purpose-of-addressing-questions-which-may-include-but-are-not-limited-to-complaints-from-the-public-requests--from-Agency-personnel--discrepancies-with-PE-sample-results-on-site-deficiencies-frequent-errors-in-reporting-data-to-the-Agency-and-suspensions-of-trust-regarding-data-quality--The-laboratory-shall-pay-for-travel-costs

f) The-Agency-shall-issue-certificates-which-contain-the-elements-specified-in-Section-186.136(d)(2)-of-this-Part--to-laboratories-granted-accreditation---through---acceptance---of---out-of-state-accreditation;

(Source: Repealed at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 186.210 Suspension, Revocation and Denial of Accreditation (Repealed)

a) Failure-to-comply-with-the-requirements-of-this-Part-may-lead-to-suspension-of-accreditation-revocation-of-accreditation-or-denial-of

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- a--laboratory's accreditation request--the Agency will evaluate the following factors when changing a laboratory's accreditation status:
- 1) the length of time during which the failure has existed;
  - 2) the laboratory's past record of failures and response in correcting failures noted by the Agency;
  - 3) whether the laboratory knowingly caused or allowed the failure; and
  - 4) the potential effect of the failure on the quality of analytical data generated by the laboratory.
- b) The Agency may suspend a laboratory's accreditation in whole or in part if the laboratory fails:
- 1) to complete, comply, maintain, revise, or replace any of the accreditation elements listed in Section 186.138(b)(3) through (14) and (14) through (17) of this Part; or
  - 2) to comply with the requirements regarding the use of the certificate of approval, scope of accreditation or Agency logo as specified in Section 186.138(d) of this Part.
- c) The Agency will:
- 1) suspend a laboratory's accreditation in whole or in part if the laboratory fails:
- A) to notify the Agency as required in Section 186.138(e) of this Part; or
  - B) to successfully analyze PB samples on two consecutive PB studies as specified in Section 186.178(n) of this Part;
- 2) Suspend the accreditation of a laboratory accredited pursuant to Section 186.189 of this Part or Section 186.285 of this Part if the initial accrediting authority suspends accreditation;
- d) A suspended laboratory shall not continue to analyze samples and represent the analyses as conducted pursuant to accreditation under this Part for the affected approved test method or analyses;
- 1) A suspension caused by the failure to successfully analyze PB samples on two consecutive occasions pursuant to Section 186.178(n) of this Part is effective immediately upon the laboratory's receipt of notification of the suspension pursuant to subsection (f) below;
  - 2) The Agency will change the laboratory's suspended status to accredited status when the laboratory demonstrates to the Agency that it complies with the accreditation elements listed in Section 186.138(b)(17) and (f) of this Part; or
  - 3) If the laboratory fails to correct the causes of suspension within six months after the effective date of the suspension, the Agency will revoke the laboratory's accreditation;
- e) The Agency will revoke:
- 1) A laboratory's accreditation in whole or in part for:
- A) failure to correct deficiencies in the application package pursuant to Section 186.135(c)(1)-(2) or (3) or

- B) failure to correct the causes of suspension pursuant to subsection (b) and (f) of this Section before the expiration of the period of suspension or provide information in the application package pursuant to Section 186.135(f)(2) of this Part;
- e) failure to submit a plan of corrective action as specified in Section 186.135(f)(4) of this Part and Section 186.135(g)(3) of this Part;
- B) failure to correct deficiencies as noted in Section 186.135(h)(2) and (3) of this Part;
  - B) submitting unacceptable results on three consecutive PB samples as specified in Section 186.178(n) of this Part; A revocation caused by the failure to successfully analyze PB samples on three consecutive PB studies pursuant to Section 186.178(n) of this Part is effective immediately upon the laboratory's receipt of notification of the revocation pursuant to subsection (f) below or
  - 2) for a laboratory whose accreditation is issued pursuant to Section 186.288 of this Part or Section 186.285 of this Part, the accreditation of the laboratory if the applicable initial accrediting authority revokes the laboratory's accreditation;
- f) The Agency will revoke a laboratory's accreditation in whole if the laboratory:
- 1) falsifies results of testing;
  - 2) falsifies the results of PB samples;
  - 3) falsifies any information material to the laboratory's accreditation;
  - 4) is convicted of charges of the falsification of any report of or relating to a laboratory analysis;
  - 5) does not comply with Section 186.138(d)(5) through (10) of this Part;
  - 6) engages in interlaboratory communication regarding a PB sample pursuant to Section 186.181(j)(4) of this Part;
  - 7) sends a PB sample to another laboratory and submits the results of analysis to the Agency pursuant to Section 186.178(k)(1) of this Part;
  - 8) knowingly receives for analysis and participates in the falsification of PB results pursuant to Section 186.178(k)(3) of this Part; or
  - 9) attempts to obtain the true values of PB samples prior to reporting deadlines pursuant to Section 186.178(l)(1) of this Part;
- g) The Agency will notify a laboratory of suspension, revocation or denial of accreditation by sending a certified letter to the laboratory's director:
- 1) When revocation, suspension or denial letter shall provide a narrative reason for the action;

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- 2) The Agency will remove an accredited laboratory's name from the Agency's publication listing accredited laboratories described in Section 166.215 of this Part when the laboratory's accreditation is revoked in whole.
- 3) A laboratory may appeal a decision of suspension or revocation of accreditation according to Section 166.215 of this Part.
- 4) All revocations for causes stated in subsection (f) above are effective for a minimum of six months.
- 5) Laboratories that appeal suspension or revocation shall notify their clients of the pending proceedings.
- A) The notice of a pending suspension or revocation proceeding must be in writing and affixed to all correspondence where the laboratory references its accreditation status and all reports of analyses conducted by the laboratory during the pendency of the proceedings. The words "suspension" or "revocation" must be utilized by the laboratory in this notification.
- B) The laboratory shall affix the reasons for the proceedings to the notification pursuant to subsection (g)(5)(a).
- C) The laboratory may add additional information and explanation to this notice.
- H) A revoked laboratory shall not continue to analyze samples and represent the analyses as conducted pursuant to accreditation under this Part for the affected approved test methods or analytes.
- I) A laboratory whose accreditation has been revoked pursuant to subsection (f)(1)(A)(i)(B)(8) or (f)(2) may immediately reply for accreditation.
- 2) A laboratory whose accreditation has been revoked pursuant to subsection (f)(1)(B) may reply for accreditation pursuant to Section 166.218(n)(6) of this Part.
- 3) A laboratory whose accreditation has been revoked pursuant to subsection (f) may apply for accreditation six months after the effective date of the revocation.
- 4) The Agency may summarily suspend the accreditation of any laboratory pending suspension or revocation pursuant to Section 166.215 of this Part.
- 5) Analysis conducted by the laboratory while summarily suspended may not be utilized for drinking water compliance purposes.
- 2) The laboratory must clearly indicate in all reports that its accreditation has been summarily suspended pending suspension or revocation proceedings and that analytical results may not be utilized for drinking water compliance purposes.
- 3) Any suspension or revocation for failure to comply with Section 166.178(n) of this Part is effective immediately upon receipt of notification of the suspension or revocation.
- 4) For all other analyses, the laboratory must clearly indicate on all analyses reports that its accreditation has been summarily

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- suspended by the Agency pending proceeding pursuant to Section 166.215 of this Part.
- 5) Laboratories subject to summary suspension shall be afforded a hearing pursuant to Section 166.215(a)(2) of this Part.
- 3) The Agency will deny an applicant laboratory's request for accreditation for failure to comply with the requirements of this Part.
- 2) A laboratory whose accreditation request is denied pursuant to Section 166.178(f)(2)(i)(2)(iv) or (2)(2) of this Part or for fraud in the application process may reapply for accreditation six months after the effective date of the denial.
- 2) Any other laboratory may immediately reapply for accreditation.
- 3) A laboratory whose accreditation request is denied may appeal that decision by following the provisions of Section 166.215 of this Part.
- (Source: Repealed at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 166.215 Hearing, Decision and Appeal

- a) The following procedures apply to all accreditation actions that are required by law to be preceded by notice and an opportunity to be heard. These actions include suspension, revocation, and denial of accreditation. Prior to revocation, suspension, or denial of accreditation, the Agency shall give written notice of the action revocation by certified mail to the laboratory's accreditation contact director. The notice shall state the facts and conduct and the Sections of the NEPA standards this Part that form the basis for the revocation decision. The notice of revocation letter shall also state the effective date of the action revocation and set forth the procedures for requesting a hearing.
- 1) All actions revocations except revocations pursuant to Section 166.178(f)(5) of this Part are effective 15 days after the laboratory receives the notice of revocation letter, unless the laboratory files a written notice of appeal prior to the 15th day. The Agency shall not extend the 15 day appeal period. The notice of appeal shall be filed with the Agency by certified mail, hand delivery, or teleacsmile followed by certified mail in care of the laboratory's accreditation officer, mail code number four, Manager, Division of Laboratories, 1021 North Grand Avenue East 5346-N-Ninth Street, P.O. Box 19276, Springfield, Illinois 62794-9276.
- 2) Revocations pursuant to Section 166.178(f)(5) of this Part are effective immediately. The laboratory may request a hearing pursuant to the provisions of subsection (c).
- 3) Prior to suspension of accreditation the Agency shall give written notice of the suspension by certified mail to the laboratory's director. The notice of suspension shall state the facts or conduct









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Analyte	MDL	
Carbon-tetrachloride	0-5-ug/b	
cis-1,2-bichloroethyene	0-5-ug/b	
Pichloromethane	0-5-ug/b	
Ethylbenzene	0-5-ug/b	
Mochlorobenzene	0-5-ug/b	
o-Bichlorobenzene	0-5-ug/b	
Para-Bichlorobenzene	0-5-ug/b	
Styrene	0-5-ug/b	
tetrachloroethyene	0-5-ug/b	
Gasuene	0-5-ug/b	
trans-1,2-Bichloroethyene	0-5-ug/b	
trichloroethyene	0-5-ug/b	
Vinyl-chloride	0-5-ug/b	
Xylenes-(total)	0-5-ug/b	
Unregulated-VOCs		
1,2,3-trichloropropene	0-5-ug/b	
1,1,1,2-tetrachloroethane	0-5-ug/b	
cis-1,2-dichloropropene	0-5-ug/b	
hexachlorobutadiene	0-5-ug/b	
trans-1,2-dichloropropene	0-5-ug/b	
total-2,3-halomethanes-(ppmM)	0-5-ug/b	
Bromodichloromethane	NA	
Bromotorm	NA	
Chlorodibromomethane	NA	
Chlorotorm	NA	
Polychlorinated-Biphenyls-(PCBs)		
as-Aroclors	PHE	
Aroclor-1248	0-26-ug/b	
Aroclor-1221	0-19-ug/b	
Aroclor-1232	0-23-ug/b	
Aroclor-1242	0-26-ug/b	
Aroclor-1249	0-38-ug/b	
Aroclor-1254	0-33-ug/b	
Aroclor-1260	0-36-ug/b	

NA:--Accreditation-offered;--however;--there-is-no-applicable-MDL;

(Source: Repealed at 25 ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

DEPARTMENT OF HUMAN SERVICES

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- Heading of the Part: Food Stamps
  - Code Citation: 89 Ill. Adm. Code 121
  - Section Numbers: Proposed Action:

121.57 Amendment

121.58 Amendment

121.93 Amendment
  - Statutory Authority: Implementing Sections 12-4.4 through 12-4.6 and authorized by Section 12-13 of the Illinois Public Aid Code [305 ILCS 5/12-4.4 through 12-4.6 and 12-13].
  - A. Complete Description of the Subjects and Issues involved: The Agriculture, Rural Development, Food and Drug Administration and Related Agencies Appropriations Act, 2001 allows states to use the State vehicle standards for TMAP to be used for food stamps. This will simplify the eligibility determination and will allow more households to participate in the food stamp program.
  - Will this proposed amendment replace an emergency amendment currently in effect? No
  - Does this rulemaking contain an automatic repeal date? No
  - Does this proposed amendment contain incorporations by reference? No
  - Are there any other amendments pending on this Part? Yes
- | Section Numbers | Proposed Action | Illinois Register Citation |
|-----------------|-----------------|----------------------------|
| 121.63          | Amendment       | 2/9/01 - Ill. Reg. 2439    |
| 121.63          | Amendment       | 3/9/01 - Ill. Reg. 3707    |
| 121.55          | Amendment       | 4/13/01 - Ill. Reg. 5175   |
| 121.93          | Amendment       | 4/13/01 - Ill. Reg. 5175   |
- Statement of Statewide Policy Objectives (if applicable): This rulemaking does not create or expand a State mandate.
  - Time, Place, and Manner in which interested persons may comment on this proposed rulemaking: Interested persons may present their comments concerning this rulemaking within 45 days after this issue of the Illinois Register. All requests and comments should be submitted in writing to:

Ms. Susan Weir, Bureau Chief  
Bureau of Administrative Rules and Procedures  
Department of Human Services  
100 South Grand Avenue East  
3rd floor Harris Bldg.

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Springfield IL 62762  
(217)785-9772

If because of physical disability you are unable to put comments into writing, you may make them orally to the person listed above.

12) Initial Regulatory Flexibility Analysis:

- A) Types of small businesses, small municipalities and not for profit corporations affected: None
- B) Reporting, bookkeeping or other procedures required for compliance: None
- C) Types of professional skills necessary form compliance: None
- 13) Regulatory Agenda on which this rulemaking was summarized: January 2001

The full text of the Proposed Amendments begins on the next page:

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TITLE 89: SOCIAL SERVICES  
CHAPTER IV: DEPARTMENT OF HUMAN SERVICES  
SUBCHAPTER b: ASSISTANCE PROGRAMS

PART 121  
FOOD STAMPS

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Approval of an Application and Initial Authorization of Assistance  
Denial of an Application  
Client Cooperation  
Emergency Assistance  
Expedited Services  
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SUBPART B: NON-FINANCIAL FACTORS OF ELIGIBILITY

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Ending a Voluntary Quit Disqualification (Repealed)  
Citizenship  
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Social Security Numbers  
Work Registration/Participation Requirements  
Individuals Exempt From Work Registration Requirements  
Failure to Comply with Work Provisions  
Period of Sanction  
Voluntary Job Quit/Reduction in Work Hours  
Good Cause for Voluntary Job Quit/Reduction in Work Hours  
Exemptions from Voluntary Quit/Reduction in Work Hour Rules

SUBPART C: FINANCIAL FACTORS OF ELIGIBILITY

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121.53 Income From Rental Property  
121.54 Earned Income In-Kind  
121.55 Sponsors of Aliens  
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121.59 Asset Disregards

SUBPART D: ELIGIBILITY STANDARDS

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Net Monthly Income Eligibility Standards  
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Income Which Must Be Annualized  
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Categorical Eligibility

SUBPART F: MISCELLANEOUS PROGRAM PROVISIONS

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Fraud Disqualification (Renumbered)  
Initiation of Administrative Fraud Hearing (Repealed)  
Definition of Fraud (Renumbered)  
Notification To Applicant Households (Renumbered)  
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Monthly Reporting and Retrospective Budgeting (Repealed)  
Monthly Reporting (Repealed)  
Retrospective Budgeting  
Issuance of Food Stamp Benefits  
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121.131 Pleading Felons and Probation/Parole Violators  
121.135 Incorporation By Reference  
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Definition of Intentional Violations of the Program  
Penalties for Intentional Violations of the Program  
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SUBPART H: FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM

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121.204 Failure to Respond to Initial Demand Letter (Recodified)  
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121.206 Determination of Monthly Allotment Reductions (Recodified)  
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## NOTICE OF PROPOSED AMENDMENTS

## Suspension and Termination of Claims (Recodified)

## SUBPART I: WORK REQUIREMENT FOR FOOD STAMPS

- Section  
121.220 Work Requirement Components  
121.221 Meeting the Work Requirement with the Earnfare Component  
121.222 Volunteer Community Work Component  
121.223 Work Experience Component  
121.224 Supportive Service Payments to Meet the Work Requirement  
121.225 Meeting the Work Requirement with the Illinois Works Component  
121.226 Meeting the Work Requirement with the JTPA Employability Services Component

AUTHORITY: Implementing Sections 12-4.4 through 12-4.6 and authorized by Section 12-1.3 of the Illinois Public Aid Code [305 ILCS 5/12-4.4 through 12-4.6 and 12-1.3].

SOURCE: Adopted December 30, 1977; amended at 3 Ill. Reg. 5, p. 875, effective February 2, 1979; amended at 3 Ill. Reg. 31, p. 109, effective August 3, 1979; amended at 3 Ill. Reg. 33, p. 399, effective August 18, 1979; amended at 3 Ill. Reg. 41, p. 165, effective October 11, 1979; amended at 3 Ill. Reg. 42, p. 230, effective October 9, 1979; amended at 3 Ill. Reg. 44, p. 173, effective October 19, 1979; amended at 3 Ill. Reg. 46, p. 36, effective November 2, 1979; amended at 3 Ill. Reg. 47, p. 96, effective November 13, 1979; amended at 3 Ill. Reg. 48, p. 1, effective November 15, 1979; peremptory amendment at 4 Ill. Reg. 3, p. 49, effective January 9, 1980; peremptory amendment at 4 Ill. Reg. 9, p. 259, effective February 23, 1980; amended at 4 Ill. Reg. 10, p. 253, effective February 27, 1980; amended at 4 Ill. Reg. 12, p. 551, effective March 10, 1980; peremptory amendment at 4 Ill. Reg. 29, p. 294, effective July 8, 1980; for maximum of 150 days; amended at 4 Ill. Reg. 37, p. 797, effective September 2, 1980; amended at 4 Ill. Reg. 45, p. 134, effective October 17, 1980; amended at 5 Ill. Reg. 766, effective January 2, 1981; amended at 5 Ill. Reg. 1131, effective January 16, 1981; amended at 5 Ill. Reg. 4586, effective April 15, 1981; peremptory amendment at 5 Ill. Reg. 5722, effective June 1, 1981; amended at 5 Ill. Reg. 7071, effective June 23, 1981; peremptory amendment at 5 Ill. Reg. 10062, effective October 1, 1981; amended at 5 Ill. Reg. 10733, effective October 1, 1981; amended at 5 Ill. Reg. 12736, effective October 29, 1981; amended at 6 Ill. Reg. 1653, effective January 17, 1982; amended at 6 Ill. Reg. 2707, effective March 2, 1982; amended at 6 Ill. Reg. 8159, effective July 1, 1982; amended at 6 Ill. Reg. 10208, effective August 9, 1982; amended at 6 Ill. Reg. 11921, effective September 21, 1982; amended at 6 Ill. Reg. 12318, effective October 1, 1982; amended at 6 Ill. Reg. 13754, effective November 1, 1982; amended at 7 Ill. Reg. 394, effective January 1, 1983; codified at 7 Ill. Reg. 5195; amended at 7 Ill. Reg. 5715, effective May 1, 1983; amended at 7 Ill. Reg. 8118, effective June 24, 1983; peremptory amendment at 7 Ill. Reg. 12899, effective October 1, 1983; amended at 7 Ill. Reg. 13655, effective October 4, 1983; peremptory amendment at 7 Ill. Reg. 16067, effective November

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18, 1983; amended at 7 Ill. Reg. 16169, effective November 22, 1983; amended at 8 Ill. Reg. 5673, effective April 18, 1984; amended at 8 Ill. Reg. 7249, effective May 16, 1984; peremptory amendment at 8 Ill. Reg. 10086, effective July 1, 1984; amended at 8 Ill. Reg. 13284, effective July 16, 1984; amended at 8 Ill. Reg. 17900, effective September 14, 1984; amended (by adding Section being codified with no substantive change) at 8 Ill. Reg. 17898; peremptory amendment at 8 Ill. Reg. 19690, effective October 1, 1984; peremptory amendment at 8 Ill. Reg. 22145, effective November 1, 1984; amended at 9 Ill. Reg. 302, effective January 1, 1985; amended at 9 Ill. Reg. 6804, effective May 1, 1985; amended at 9 Ill. Reg. 8665, effective May 29, 1985; peremptory amendment at 9 Ill. Reg. 8898, effective July 1, 1985; amended at 9 Ill. Reg. 11334, effective July 8, 1985; amended at 9 Ill. Reg. 14334, effective September 6, 1985; peremptory amendment at 9 Ill. Reg. 15582, effective October 1, 1985; amended at 9 Ill. Reg. 16889, effective October 16, 1985; amended at 9 Ill. Reg. 19726, effective December 9, 1985; amended at 10 Ill. Reg. 229, effective December 20, 1985; peremptory amendment at 10 Ill. Reg. 7387, effective April 23, 1986; peremptory amendment at 10 Ill. Reg. 7941, effective May 1, 1986; amended at 10 Ill. Reg. 14692, effective August 29, 1986; Sections 121-200 thru 121-208 recodified to 89 Ill. Adm. Code 165 at 10 Ill. Reg. 21094; peremptory amendment at 10 Ill. Reg. 15714, effective October 1, 1986; Sections 121-200 thru 121-208 recodified to 89 Ill. Adm. Code 165 at 10 Ill. Reg. 21094; peremptory amendment at 10 Ill. Reg. 3761, effective February 13, 1987; emergency amendment at 10 Ill. Reg. 3754, effective February 13, 1987, for a maximum of 150 days; emergency amendment at 10 Ill. Reg. 9968, effective May 15, 1987, for a maximum of 150 days; amended at 11 Ill. Reg. 10269, effective May 22, 1987; amended at 11 Ill. Reg. 10621, effective May 25, 1987; peremptory amendment at 11 Ill. Reg. 11391, effective July 1, 1987; peremptory amendment at 11 Ill. Reg. 11855, effective June 30, 1987; emergency amendment at 11 Ill. Reg. 12043, effective July 6, 1987, for a maximum of 150 days; amended at 11 Ill. Reg. 13635, effective August 1, 1987; amended at 11 Ill. Reg. 14022, effective August 10, 1987; emergency amendment at 11 Ill. Reg. 15761, effective September 1, 1987, for a maximum of 150 days; amended at 11 Ill. Reg. 15480, effective September 4, 1987; amended at 11 Ill. Reg. 15634, effective September 11, 1987; amended at 11 Ill. Reg. 18216, effective October 30, 1987; peremptory amendment at 11 Ill. Reg. 18374, effective October 30, 1987; amended at 12 Ill. Reg. 877, effective December 30, 1987; emergency amendment at 12 Ill. Reg. 1941, effective December 31, 1987, for a maximum of 150 days; amended at 12 Ill. Reg. 4204, effective February 5, 1988; amended at 12 Ill. Reg. 9678, effective May 23, 1988; amended at 12 Ill. Reg. 9922, effective June 1, 1988; amended at 12 Ill. Reg. 11463, effective June 30, 1988; amended at 12 Ill. Reg. 12824, effective July 22, 1988; emergency amendment at 12 Ill. Reg. 14045, effective August 19, 1988, for a maximum of 150 days; peremptory amendment at 12 Ill. Reg. 15704, effective October 1, 1988; peremptory amendment at 12 Ill. Reg. 16271, effective October 1, 1988; amended at 12 Ill. Reg. 20161, effective November 30, 1988; amended at 13 Ill. Reg. 3890, effective March 10, 1989; amended at 13 Ill. Reg. 13619, effective August 14, 1989; peremptory amendment at 13 Ill. Reg. 15859, effective October 1, 1989; amended at 14 Ill. Reg. 729, effective January 1, 1990; amended at 14 Ill. Reg. 6349, effective April 13, 1990; amended at 14 Ill. Reg. 12022, effective August 6, 1990; peremptory amendment at 14 Ill. Reg.

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effective October 1, 2000, for a maximum of 150 days; amended at 25 Ill. Reg. 845, effective January 5, 2001; amended at 25 Ill. Reg. 2423, effective January 25, 2001; emergency amendment at 25 Ill. Reg. 2439, effective January 29, 2001 for a maximum of 150 days; emergency amendment at 25 Ill. Reg. 3707, effective March 1, 2001, for a maximum of 150 days; amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

SUBPART C: FINANCIAL FACTORS OF ELIGIBILITY

Section 121.57 Assets

- a) The value of nonexempt assets shall be considered in determining eligibility.
- b) Value of Nonexempt Assets
  - 1) The value of nonexempt assets is the equity value (fair market value less the amount owed), except for ~~licensed vehicles~~ and prepaid funeral agreements valued over \$1500.00;
  - 2) The Department considers the following assets in determining eligibility:
    - A) Liquid Assets
      - 1) Liquid assets are those properties in the form of cash or other financial instruments which are convertible to cash, such as, but not limited to, cash on hand, money, in checking or savings accounts, credit union accounts, savings certificates, stocks or bonds, lump-sum payments, prepaid funeral agreements, IRAs and Keogh plans that do not involve a contractual relationship with someone who is not a member of the same food stamp household.
      - ii) The amount of the Keogh plan or IRA to be counted as an asset is the total value minus any amount that would be lost for early withdrawal. The amount considered is the amount the individual would receive if the account were closed. An individual (one-person) Keogh plan is the nonexempt asset. However, the Keogh plan involving a household member and someone who is not a member of the same food stamp household is exempt unless the client can make withdrawals from the account without affecting the other individual or individuals.
    - B) Nonliquid Assets
      - 1) Nonliquid assets are those properties which are not in the form of cash or other financial instruments, such as personal property, licensed vehicles, unlicensed vehicles, buildings, land, recreational properties, and other property not specifically exempted in Section 121.50.
      - C) Assets of Sponsors of Aliens
        - 1) Consider the assets of the sponsor and the sponsor's spouse

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15158, effective October 1, 1990; amended at 14 Ill. Reg. 15983, effective September 30, 1990; amended at 15 Ill. Reg. 11150, effective July 22, 1991; amended at 15 Ill. Reg. 11937, effective August 12, 1991; peremptory amendment at 15 Ill. Reg. 14134, effective October 1, 1991; emergency amendment at 16 Ill. Reg. 757, effective January 1, 1992, for a maximum of 150 days; amended at 16 Ill. Reg. 10011, effective June 15, 1992; amended at 16 Ill. Reg. 13900, effective August 31, 1992; emergency amendment at 16 Ill. Reg. 16221, effective October 1, 1992, for a maximum of 150 days; peremptory amendment at 16 Ill. Reg. 16345, effective October 1, 1992; amended at 16 Ill. Reg. 16624, effective October 23, 1992; amended at 17 Ill. Reg. 644, effective December 31, 1992; amended at 17 Ill. Reg. 4333, effective March 19, 1993; amended at 17 Ill. Reg. 14625, effective August 26, 1993; emergency amendment at 17 Ill. Reg. 15149, effective September 7, 1993, for a maximum of 150 days; peremptory amendment at 17 Ill. Reg. 17477, effective October 1, 1993; expedited correction at 17 Ill. Reg. 21216, effective October 1, 1993; amended at 18 Ill. Reg. 2033, effective January 21, 1994; emergency amendment at 18 Ill. Reg. 2509, effective January 27, 1994, for a maximum of 150 days; amended at 18 Ill. Reg. 3427, effective February 28, 1994; amended at 18 Ill. Reg. 6921, effective June 3, 1994; amended at 18 Ill. Reg. 12829, effective August 5, 1994; amended at 18 Ill. Reg. 14103, effective August 26, 1994; amended at 19 Ill. Reg. 5626, effective March 31, 1995; amended at 19 Ill. Reg. 6648, effective May 5, 1995; emergency amendment at 19 Ill. Reg. 12705, effective September 1, 1995, for a maximum of 150 days; peremptory amendment at 19 Ill. Reg. 13595, effective October 1, 1995; amended at 20 Ill. Reg. 1593, effective January 11, 1996; peremptory amendment at 20 Ill. Reg. 2229, effective January 17, 1996; amended at 20 Ill. Reg. 7902, effective June 1, 1996; amended at 20 Ill. Reg. 11935, effective August 14, 1996; emergency amendment at 20 Ill. Reg. 13381, effective October 1, 1996, for a maximum of 150 days; emergency amendment at 20 Ill. Reg. 13668, effective October 8, 1996, for a maximum of 150 days; amended at 21 Ill. Reg. 3156, effective February 28, 1997; amended at 21 Ill. Reg. 7733, effective June 4, 1997; reclassified from the Department of Public Aid to the Department of Human Services at 21 Ill. Reg. 9322; emergency amendment at 22 Ill. Reg. 1954, effective January 1, 1998, for a maximum of 150 days; amended at 22 Ill. Reg. 5502, effective March 4, 1998; amended at 22 Ill. Reg. 7969, effective May 15, 1998; emergency amendment at 22 Ill. Reg. 10660, effective June 1, 1998, for a maximum of 150 days; emergency amendment at 22 Ill. Reg. 12167, effective July 1, 1998, for a maximum of 150 days; amended at 22 Ill. Reg. 16230, effective September 1, 1998; amended at 22 Ill. Reg. 19787, effective October 28, 1998; emergency amendment at 22 Ill. Reg. 19934, effective November 1, 1998, for a maximum of 150 days; amended at 22 Ill. Reg. 20099, effective November 1, 1998; emergency amendment at 23 Ill. Reg. 2601, effective February 1, 1999, for a maximum of 150 days; amended at 23 Ill. Reg. 3374, effective March 1, 1999; amended at 23 Ill. Reg. 7285, effective June 18, 1999; emergency amendment at 23 Ill. Reg. 13253, effective October 13, 1999, for a maximum of 150 days; emergency amendment at 24 Ill. Reg. 3871, effective February 24, 2000, for a maximum of 150 days; amended at 24 Ill. Reg. 4180, effective March 2, 2000; amended at 24 Ill. Reg. 10198, effective June 27, 2000; amended at 24 Ill. Reg. 15428, effective October 10, 2000; emergency amendment at 24 Ill. Reg. 15468,

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who sponsored an alien on or after February 1, 1983 (7 CFR 272.1(g)(54)(1984)) in accordance with Section 121.55.

## D) Licensed Vehicles

†† The Department shall consider the fair market value of a licensed vehicle in excess of \$6650 unless exempted as stated in Section 121.56.

†† The Department shall consider the equity value of a licensed vehicle unless exempted as stated in Section 121.58.

††† If both equity value and excess fair market value are considered by the Department shall use the value which is greater.

††† The Department shall assign a fair market value of those licensed vehicles determined by the value of those vehicles as listed in the National Automobile Dealers Association (NADA) Used Car Guide (1984) -- the fair market value shall be updated every six months.

E) Prepaid Funeral Agreements

The value of prepaid funeral agreements over \$1500.00 per person is considered.

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 121.58 Exempt Assets

- a) Homestead Property
  - 1) The home and surrounding property which, exclusive of public rights of way, is not separated from the home by intervening property owned by others.
  - 2) Homes which are temporarily unoccupied for reasons of employment, training for future employment, illness, or inability caused by casualty or natural disaster, remain exempt if the household intends to return.
  - 3) A lot owned or being purchased by the household if the household intends to build or is building a permanent home and the household does not currently own a home.
- b) Personal Property
 

Household goods, personal effects, one burial plot per household member, and the cash value of life insurance policies and pension plans except Individual Retirement Accounts (IRA's) and Keogh plans which do not involve a household member in a contractual relationship with someone who is not a member of the same food stamp household. If the Keogh plan involves a member of the household and someone who is not a member of the same food stamp household, it is exempt unless the client can withdraw funds from the plan without affecting the other individual or individuals.
- c) Income Producing Property

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- 1) Property which is annually producing income consistent with its fair market value (including land or buildings being sold by installment contract), even if only used on a seasonal basis.
- 2) Property which is essential to the employment or self-employment of a household member, such as, farmland and work related equipment (tools of a tradesman, farm machinery). In the case of farm property (including land, equipment, and supplies) that is essential to the self-employment of a household member in a farming operation, the value of such property shall be excluded from financial resources until the expiration of the one year period beginning on the date such member ceases to be self-employed in farming.
- 3) A rental home which is used by a household for vacation purposes at sometime during the year is an asset, unless excluded by subsection c)(1) of this Section.

d) Disaster Relief Payments provided by federal, state or local government or a disaster assistance organization.

e) Inaccessible Assets

Assets whose cash value is not accessible to the household, such as but not limited to:

- 1) Irrevocable trust funds,
- 2) Security deposits on rental property and utilities,
- 3) Property in probate,
- 4) Real property when a good faith effort is being made to sell at a reasonable price,
- 5) Jointly owned assets which cannot be practically subdivided and are accessible only with the consent of the joint owner who refuses to give that consent,
- 6) Non-liquid asset or assets (see Section 121.57(b)(2)(B)) which have a lien against it as a result of a business loan and the household is prohibited by the security or lien agreement from selling the asset or assets,
- 7) Monies received from the Social Security Administration under the PASS Program that are held in a separate account, or

8) An asset if when sold or otherwise disposed of would net the household less than \$1500. \$1665 (or less than \$1500 if there is a person age 66 or older in the household). The net is determined by subtracting the expenses of disposing of the property from the equity value. This does not apply to negotiable financial instruments or stocks and bonds.

f) Prorated Income

Money which has been prorated as income, such as income of self-employed persons or students.

g) Indian Lands

Indian lands held jointly with the tribe, or land that can be sold only with the approval of the Bureau of Indian Affairs.

h) Federal Statute Exclusions



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Assets excluded for food stamp purposes by express provision of Federal Statute.

- i) Licensed Vehicles
  - 1) used primarily for producing income such as, but not limited to, a taxi, truck, or fishing boat. "Used primarily" means: used over 50% of the time the vehicle is used;
  - 2) annually producing income consistent with its fair market value (even if only used on a seasonal basis);
  - 3) necessary for long distance travel essential to employment, other than daily commuting (such as a sales person, migrant farmworker);
  - 4) necessary for subsistence hunting or fishing (game and fish necessary for the livelihood of the household);
  - 5) used as the household's home;
  - 6) necessary to transport a physically disabled household member regardless of the purpose of such transportation. Only one vehicle per disabled person is allowed. The vehicle need not be specially equipped or used primarily for the transportation of the disabled individual;

\*Agency Note: Exclusions (1)-(6) also apply when the vehicle is not in use because of temporary unemployment.

- 7) the equity value of one licensed vehicle for each adult household member, regardless of its use when the equity value is less than 1/2 of the household's asset disregard--(see Section 121.59 for the asset disregard);

- 8) the equity value (but not fair market value) of one licensed vehicle per household, regardless of its use;

- 9) the equity value (but not fair market value) of other licensed vehicles used by to transport household members under age 18 to drive to and from employment, training or education which is preparatory for employment, or to seek employment. In compliance with job-search criteria, temporary periods of unemployment are not to affect this exemption; and
- 10) property, real or personal, to the extent that it is directly related to the maintenance or use of a vehicle excluded under subsections (i)(1), (i)(2) or (i)(3) of this Section; and
- 11) the vehicle is exempt if the net proceeds would total less than \$1500 if sold.

- j) Assets of an TANF APPE or SSI household member  
All assets of a household member who receives TANF APPE or SSI benefits.

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

SUBPART F: MISCELLANEOUS PROGRAM PROVISIONS

Section 121.93 Issuance of Food Stamp Benefits

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- a) In areas where the Electronic Benefits Transfer (EBT) system is not in operation--the Department will mail food stamp coupons to all households eligible to receive food stamps directly to the Participant's mailing address. A household may, however, request that its food stamp coupons be sent to the local office address instead of to the mailing address. Coupons mailed to the local office must be claimed by the household within five post-office working days.

- b) In areas where the EBT system is operative, Food stamp benefits shall be issued to the payee via an electronic benefits account established by the Department through Electronic Benefits Transfer (EBT). The payee may access the benefits at any Participating Point-of-Sale (POS) terminal unless an administrative remedy in Section 121.94(d) of this Part has been imposed.

- c) In areas where the Department has a contract or contracts with specific Direct Delivery Agents (DDAs) and the EBT system is not operative, the food stamp benefits will be delivered to the DDA for distribution to the client. If more than one DDA is available, the client may select the DDA of his or her choice. Clients may be exempted from participation in direct delivery for specific circumstances. For example, client is in an educational or training program or employed and hours of attendance or employment prevents the client from picking up the food stamp benefits during normal business hours. Client is permanently homebound and no proxy is available or client is in exempt status. d) If direct delivery is not available and the EBT system is not operative, the client may elect to have the food stamp benefits delivered to the local public assistance office.

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

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- 1) Heading of the Part: Fees for Radioactive Material Licenses and Registrants

- 2) Code Citation: 32 Ill. Adm. Code 331

- 3) Section Number: Proposed Action:

331.30 Amendment

331.110 Amendment

331.120 Amendment

331.125 Amendment

331.130 Amendment

331.200 Amendment

APPENDIX E Amendment

APPENDIX F Amendment

- 4) Statutory Authority: Implementing and authorized by Section 11 of the Radiation Protection Act of 1990 [420 ILCS 40/11].

- 5) A Complete Description of the Subjects and Issues Involved: The Department is proposing this rulemaking to clarify some definitions and terms, modify billing dates for licensees, and increase fees to recover costs associated with licensing and inspecting specific licensees.

- 6) Will this proposed amendment replace an emergency amendment currently in effect? No

- 7) Does this rulemaking contain an automatic repeal date? No

- 8) Does this proposed amendment contain incorporations by reference? No

- 9) Are there any other proposed amendments pending on this Part? No

- 10) Statement of Statewide Policy Objectives: A Complete Description of the Subjects and Issues Involved: The Department does not believe that the proposed changes will have an effect on units of government and will not require units of government to establish, expand or modify their activities in such a way as to necessitate additional expenditures from local revenues.

- 11) Time, Place and Manner in which interested persons may comment on this proposed rulemaking: Comments on this proposed rulemaking may be submitted in writing for a period of 45 days following publication of this notice. The Department will consider fully all written comments on this proposed rulemaking submitted during the 45 day comment period. Comments should be submitted to:

Robert B. Holtsclaw  
Senior Staff Attorney

## DEPARTMENT OF NUCLEAR SAFETY

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Department of Nuclear Safety

1035 Outer Park Drive

Springfield, Illinois 62704

(217) 524-0770 (voice)

(217) 782-6133 (TDD)

- 12) Initial Regulatory Flexibility Analysis:

A) Types of small businesses, small municipalities or not for profit corporations affected: The Department believes that these amendments may affect small businesses and not for profit corporations that are licensed by the Department to possess, use, distribute, store, treat or dispose of radioactive materials because in many cases, the annual fees are increasing. The Department believes that these rules will not have any direct impact on small municipalities.

B) Reporting, bookkeeping or other procedures required for compliance: This rulemaking requires only the payment of a fee incident to registration and licensure and consequently does not require licensees to perform reporting, bookkeeping or other procedures for achieving compliance.

C) Types of professional skills necessary for compliance: No particular professional skills are necessary for compliance.

- 13) Regulatory Agenda on which this rulemaking was summarized: January 2001

The full text of the Proposed Amendments begins on the next page:

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TITLE 32: ENERGY  
CHAPTER II: DEPARTMENT OF NUCLEAR SAFETY  
SUBCHAPTER B: RADIATION PROTECTION

PART 331  
FEES FOR RADIOACTIVE MATERIAL LICENSEES AND REGISTRANTS

Section	Purpose
331.10	Scope
331.20	Definitions
331.30	Exemptions
331.110	Radioactive Material Recovery and Remediation Fee
331.115	Payment of Fees
331.120	Implementation
331.125	Refunds of Full Cost Recovery Deposits
331.130	Full Cost Recovery of Review
331.210	Schedule of Fees for Radioactive Material Licenses (Repealed)
331.310	Failure By Applicant, Registrant or Licensee To Pay Prescribed Fee
APPENDIX A	Schedule of License Fees (Repealed)
TABLE A	License Fees - Jan. 1, 1988 - Dec. 31, 1988 (Repealed)
TABLE B	License Fees - Jan. 1, 1989 - Dec. 31, 1989 (Repealed)
TABLE C	License Fees - Jan. 1, 1990 - Dec. 31, 1990 (Repealed)
APPENDIX B	Fee Schedule For Radioactive Material Licenses (Repealed)
APPENDIX C	Fee Schedule For Sealed Source And Device Evaluations (Repealed)
APPENDIX D	Fee Schedule For Radioactive Material Licenses (Repealed)
APPENDIX E	Primary Material Use Categories for Radioactive Material Licensees and Registrants
APPENDIX F	Fee Schedule for Radioactive Material Licensees and Registrants

AUTHORITY: Implementing and authorized by Section 11 of the Radiation Protection Act of 1990 (420 ILCS 40/11).

SOURCE: Adopted at 10 Ill. Reg. 17239, effective September 25, 1986; amended at 11 Ill. Reg. 20570, effective January 1, 1988; amended at 15 Ill. Reg. 90, effective January 1, 1991; amended at 16 Ill. Reg. 11479, effective July 7, 1992; amended at 18 Ill. Reg. 12131, effective August 1, 1994; emergency amendment at 21 Ill. Reg. 4309, effective March 19, 1997, for a maximum of 150 days; amended at 21 Ill. Reg. 10968, effective July 28, 1997; amended at 22 Ill. Reg. 6951, effective April 1, 1998; amended at 23 Ill. Reg. 5585, effective April 23, 1999; amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

Section 331.30 Definitions

The following definitions are applicable for use in this Part only. Additional definitions for use in this Part are located in 32 Ill. Adm. Code 310.20.

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"Application" means a request filed with the Department for a license, amendment, termination ~~amendment--to--terminate--a--license~~, renewal, sealed source or device evaluation, amendment to a sealed source or device evaluation or an exemption granted by the Department pursuant to 32 Ill. Adm. Code: Chapter 11.

"Amendment" means a modification in the license document that reflects changes to a radiation safety program or modifications to a sealed source or device evaluation.

"Anniversary date" means the last day of the month for each year the license is in effect, corresponding ~~that--corresponds~~ to the ~~last--day~~ of the month in which the license expires.  
AGENCY NOTE: For purposes of this Part, the 28th ~~shall~~ will be considered the last day of the month of February.

"Billing year" means the period of time from October 1 of one year to September 30 of the following year.

"Category I irradiator" means a gamma irradiator in which the sealed source is completely contained in a dry container constructed of solid material, the sealed source is shielded at all times, and human access to the sealed source and the volume undergoing irradiation is not physically possible because of the design of the irradiator.

"Category II irradiator" means a controlled human access gamma irradiator in which the sealed source is contained in a dry container constructed of solid materials, is fully shielded when not in use and is exposed within a radiation volume that is maintained inaccessible during use by an entry control system.

"Category III irradiator" means a gamma irradiator in which the sealed source is contained in a storage pool ~~usually--containing--water~~, the sealed source is shielded at all times, and human access to the sealed source and the volume undergoing irradiation is physically restricted in its design configuration and proper mode of use.

"Category IV irradiator" means a controlled human access gamma irradiator in which the sealed source is contained in a storage pool ~~usually--containing--water~~, is fully shielded when not in use and is exposed within a radiation volume that is maintained inaccessible during use by an entry control system.

"Confirmatory environmental monitoring" means those surveys conducted by the Department either to establish whether the licensee has complied with the concentrations and exposure limits or dose limits specified in 32 Ill. Adm. Code 332, 340, 601 or 606, or to provide data to evaluate potential health and environmental impacts resulting

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from licensed activities.

"Custom sealed source or device evaluation" means a document issued by the Department for either a sealed source or a device containing radioactive material, built to the unique specifications for use at the site specified in the evaluation.

"Dispensing" means to remove aliquots of radioactive material from bulk stock and distribute portions to another licensee or to a person exempt from licensure.

"Distribution" means the transfer of radioactive material to three or more licensees or persons exempt from licensure pursuant to 32 Ill. Adm. Code 330 or 332.

"Educational institution" means a non-profit organization which has as its primary purpose the advancement of knowledge in one or more specific fields and which is accredited by the North Central Association of Colleges and Schools or equivalent.

"Generally licensed devices" means x-ray fluorescence analyzers, gas chromatographs and gauges containing sealed sources in quantities equal to or greater than 37 MBq (mCi) of radioactive material possessed by persons licensed pursuant to 32 Ill. Adm. Code 330.220(b).

AGENCY NOTE: Although general licensees are required to register with the Department (32 Ill. Adm. Code 320.10), only general licensees possessing the types of devices with quantities of radioactive material defined above are required to pay fees as specified in this Part.

"Generally licensed kits" means radioactive material possessed by persons licensed pursuant to 32 Ill. Adm. Code 330.220(f) for in vitro clinical or laboratory testing.

"Manufacture" means the dispensing or processing of radioactive material or the assembly of radioactive material as sealed sources into devices.

AGENCY NOTE: A person manufacturing or assembling devices intended to utilize radioactive sealed sources may need to obtain a license authorizing manufacturing, even if that device is to be evaluated for safety by the Department for distribution without the radioactive component.

"Materials license" means a radioactive material license issued pursuant to 32 Ill. Adm. Code 330, 332 or 601.

"Permanent jobsite" means any location where licensed material is

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stored or used for more than 180 days during any consecutive 12 months, or any site listed on a specific license that authorizes receipt, use or storage of radioactive material.

AGENCY NOTE: Locations where radioactive material is received and eventually redistributed or taken to other sites for use are typically included as permanent jobsites on specific licenses.

"Primary material use category" means the category described in Appendix E of this part that corresponds to the category of use of radioactive material with the highest fee, either authorized by the license or requested by the applicant.

"Processing" means the preparation, manipulation or conversion of radioactive material.

"Remote site" means any permanent jobsite that is located in an area that is not contiguous to the primary use location.

"Sealed source or device evaluation" means a document issued by the Department, the Nuclear Regulatory Commission, an Agreement State or a Licensing State, indicating that the sealed source or device specified on the document has been evaluated for distribution.

"Temporary jobsite" means any location where licensed material is used or stored for 180 days or less during any consecutive 12 months, and not specifically listed on a radioactive materials license.

AGENCY NOTE: For mobile nuclear medicine licensees in fee category 208F, radioactive material can only be shipped to and received at sites specifically listed on a radioactive material license; therefore, material cannot be shipped to a temporary jobsite, but may be transported to temporary sites by the licensee.

"Treatment" means any method, technique or process, including storage for radioactive decay, designed to change the physical, chemical or biological characteristics or composition of any waste in order to render the waste safer for transport, storage or disposal, amenable to recovery, convertible to another usable material or reduced in volume. [420 ILCS 20/3]

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 331.110 Exemptions

No fees as described in Sections 331.115 and 331.120 of this Part shall be required for:

- a) Persons who possess radioactive material pursuant to 32 Ill. Adm. Code 330.210, 330.220(a), (c), (d), (e), (g) or 330.900(a)(2) and (b)(2).

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- b) Persons who possess radioactive material pursuant to 32 Ill. Adm. Code 330.220(b), except for generally licensed devices as defined in Section 331.30 of this Part.
- c) A license for possession and use of radioactive material issued to an agency of a state, county, or municipal government or any political subdivision thereof. This exemption does not apply to licenses for which the license fee is based on full cost recovery, licenses that authorize distribution of radioactive material or licenses authorizing testing for leakage or contamination as a service, or instrument calibration services to any person other than an agency or political subdivision of a state, county, or municipal government.
- d) A license for use of a sealed source or device governed to an administrative jurisdiction defined in Section 331.30 of this Part. This exemption does not apply to licenses for which the license fee is based on full cost recovery, licenses authorizing commercial distribution of radioactive material, licenses authorizing use of radioactive material, or licenses authorizing veterinary use of sealed sources for leakage or contamination or remunerated instrument calibration services to any person.

AGENCY NOTE: Commercial distribution does not include transfer of material to other licensees for the purposes of collaborative research and development.

AGENCY NOTE: Remunerated services refer to persons not affiliated with the licensee. For example, this does not include contractual arrangements between different departments within the same licensee.

- e) An application to amend a materials license for which the license fee is not based on full cost recovery, that would not change the primary material use category to a category with a higher fee, or add additional permanent jobsites.

- f) A general license or specific license authorizing the use of source material as prefabricated shielding only for devices and containers, provided, however, that all other licensed material in the device or container shall ~~will~~ be subject to the fees prescribed in Appendix F of this Part.

- g) An application to change the status of a sealed source or device evaluation from "active" to "inactive". Upon request of the manufacturer or distributor, an evaluation is designated "inactive" by the Department when such sources and devices are no longer manufactured or distributed, or when the evaluation is superseded by another evaluation.

- h) An application to change the company name or address listed on a sealed source or device evaluation.

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 331.120 Payment of Fees

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Fees shall be assessed and paid as follows:

- a) For categories of specific licenses that are shown to have an annual fee in Appendix F of this Part, applicants and licensees shall be billed as described in this subsection (a). Payment is due within 60 days after the date of billing. ~~Fees shall be due at the time a new license application is submitted to the Department. For existing licenses, fees shall be due annually on the anniversary date. Fees shall also be assessed for applications for amendments to change the primary material use category to a category with a higher fee, or add additional permanent jobsites. Fees shall be assessed as follows:~~
- 1) Annual fees: Unless a license or amendment application is exempt under Section 331.110 of this Part, or the license fee is to be based on full cost recovery costs (see Appendix F of this Part), each licensee shall be assessed ~~omit~~ the fees specified in Appendix F of this Part for the primary material use category authorized by the license annually ~~prior to the anniversary date~~.
  - 2) Annual remote site fee: For each remote site listed on a specific radioactive material license, where radioactive material is stored or used under the same license, the applicant shall annually be assessed ~~submit~~ the amount specified in Appendix F of this Part for each remote site that corresponds to the highest material use category authorized by the license for each site. ~~The license shall remain the remote site fee prior to the anniversary date.~~
  - 3) Changing the primary material use category of a remote site category. An application for amendment to a materials license that would change the primary material use category of a remote site category to a new primary material use category with a higher fee shall be assessed fees for accompanied by the incremental difference between the applicable annual fees and the portion of the billing year remaining from the time the amendment is approved by the Department. ~~as determined by the following formula:~~

~~P = (H-B)~~

~~where:~~

~~P = Total fee due~~

~~H = Higher fee required by new primary material use category~~

~~B = License fee for the primary material use category~~

~~currently authorized by the licensee.~~

~~The same formula shall be used to calculate fees for each remote site authorized on the license.~~

- 4) The annual and remote site fees listed in Appendix F of this Part are nonrefundable, and are assessed based on for a 12 month



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period beginning on the anniversary date.

- 5) Applicants requesting Applications for new licenses or amendments shall ~~will~~ be assessed fees for the applicable Primary category as specified in Appendix F of this Part. ~~Based upon the date~~ Applicants shall be assessed fees for the portion of the billing year remaining from the time the application is received in the Department to the end of the billing year.
- 6) An educational institution (as defined in Section 331.30 of this Part) that seeks or has a license authorizing possession and use of radioactive material for human use or veterinary use, or remunerated leak testing or instrument calibration services to others shall pay 100% of the highest primary material use category for which a fee is due.

- b) Recovery and remediation fees listed in Appendix F of this Part are nonrefundable and shall be billed along with the new license application fee described in subsection (3)(5) of this Section. The second installment, if required by due annually on the anniversary date as specified in Section 331.115 of this Part, shall be assessed at the next billing date.
- c) For categories of licenses that have fees based on full cost recovery of review, as listed in Appendix F of this Part, fees shall be assessed for all new applications, evaluations, inspections, amendments (including amendments to terminate or renew a license) and for monitoring of unlicensed properties contaminated with byproduct material (as defined in 32 Ill. Adm. Code 332.20) and assessing the decontamination and decontamination activities at those such properties. Fees based on full cost recovery license reviews shall be assessed paid as follows:

- 1) A licensee or applicant shall be assessed the deposit prescribed in Appendix F of this Part when the first application is received in the Department after the effective date of this amendment of 2001. Licensees that already have adequate deposits on file with the Department shall not be required to resubmit a deposit except for the category of license applications indicated in subsection (d) of this Section. This deposit shall be held by the Department until a new license request has been denied by the Department or withdrawn by the applicant, or existing license is terminated. The deposit shall be refunded in accordance with Section 331.130 of this Part. For license categories based on full cost review, the licensee will be billed quarterly or when the Department has incurred unpaid full cost expenses (as defined in Section 331.240(f) of this Part) in excess of the amount of the deposits, whichever is earlier. Each bill will identify the applications and the costs related to each. Payment is due within 60 days after the date of billing.

- 2) For the first application received from a licensee after April 1, 1999, for which Appendix F of this Part specifies that the review charges are based on full cost review, the applicant shall submit the

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deposit prescribed in Appendix F of this Part. Licensees that already have adequate deposits on file with the Department are not required to resubmit a deposit except as indicated in subsection (d) of this Section. The licensee may be billed quarterly, of when the Department has incurred unpaid full cost expenses (as defined in Section 331.200(c) of this Part) in excess of the amount of the deposit, or upon completion of a license action (such as an amendment or renewal) amendment. Each bill shall identify the actions applications and the costs related to each. Payment is due within 60 days after the date of billing.

- d) For evaluations of new sealed sources and devices, and amendments to existing sealed sources and device evaluations, fees shall be assessed based on the full cost of review. Each application for an evaluation of a new sealed source or device, or for an amendment to an existing sealed source or device evaluation, shall be accompanied by a deposit in the amount of \$500.00. The applicant shall ~~will~~ be billed or issued a refund upon the completion of the review. Each bill shall ~~will~~ identify the actions applications and the costs related to each. Payment is due within 60 days after the date of billing.

- e) For evaluations of financial assurance reclamation plans and safety cost estimates submitted to the Department, fees for Department review shall be assessed based on the full cost of review time in excess of two hours one-hour. Payment is due within 60 days after the date of billing prior to issuance or amendment of the license.

- f) For categories of licenses not exempted in Section 331.110 of this Part, and licenses not subject to full cost recovery reviews as described in Appendix F of this Part, full cost recovery fees shall be assessed for Department confirmatory measurements and Department assessment of decommissioning and decontamination activities associated with the termination of a license or use of a site. The licensee shall be billed upon the completion of the assessment and prior to removal of a site from the license or termination of the license. Each bill shall ~~will~~ identify the actions applications and the costs related to each. Payment is due within 60 days after the date of the billing.

- g) Each general licensee possessing a generally licensed kit or device defined in Section 331.30 shall be assessed fees for this Part annually. Fees billed the amount specified in Appendix F of this Part annually. Fees are nonrefundable and payment is due within 60 days after the date of the billing.

- h) Sealed source and device evaluation maintenance fee. Each person having an active sealed source or device evaluation on file with the Department, except for custom sealed source and device evaluations, shall be billed the amount specified in Appendix F of this Part annually for each active evaluation sheet on file with the Department. Fees are nonrefundable and payment is due within 60 days after the date of the billing.

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- 1) Reciprocity fees. Each person generally licensed under 32 Ill. Adm. Code 330.900 for reciprocal recognition of an out-of-state specific license shall be assessed fees billed for the applicable annual license fee for the primary material use category indicated in Appendix F of this Part. Fees are nonrefundable and payment is due within 60 days after the date of the billing. The assessed billing period shall be for the 12 consecutive months following the licensee's first use under the general license. If, at the end of the 12 month period, the licensee is not using the general license, no additional fees are due until licensed activities commence again.
- AGENCY NOTE: Reciprocity licensees are also subject to recovery and remediation fees specified in Section 331.115 of this Part.
- 3) Fee payments. Payments shall be by check or money order made payable to the Illinois Department of Nuclear Safety.

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 331.125 Implementation

- a) Effective July 1, 2001 April-17-1999, all licensees shall be assessed recovery and remediation fees in accordance with this Part.
- b) Converting all specific licensees to a single billing date shall be accomplished as follows:
- 1) All licensees with anniversary dates between the effective date of the amendment of 2001 and October 1, 2001, the fee assessed shall be the annual fee in Appendix F of this Part plus the prorated amount of that listed fee for the period from the anniversary date to October 1, 2001 (prorated on a daily basis).
  - 2) For licensees with anniversary dates after October 1, 2001, the fee assessed shall be the annual fee listed in Appendix F of this Part minus the prorated amount of the last fee paid to the Department for the period from October 1, 2001 to the anniversary date (prorated on a daily basis).
- c) All new license applications received in the Department beginning April-17-1998 shall be assessed fees in accordance with Section 331.120(a)(5) of this Part.
- d) Reciprocity licensees shall continue to be billed in accordance with 32 Ill. Adm. Code 330.120(1).
- e) Effective April-17-1999 all licensees with license expiration dates between April-17-1998 and March-31-1999 shall be assessed annual fees in accordance with this Part.
- f) Effective April-31-1999 the following licensees shall be assessed annual fees in accordance with this Part:
- 1) Licensees with expiration dates after April-17-2003
  - 2) Licensees with expiration dates between April-17-1998 and March-31-2000; and
  - 3) Licensees that have converted to annual fees.

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- e) Effective April-17-2000 the following licensees shall be assessed annual fees in accordance with this Part:
- 1) Licensees with expiration dates after April-17-2003;
  - 2) Licensees with expiration dates between April-17-1998 and March-31-2001; and
  - 3) Licensees that have converted to annual fees.
- f) Effective April-17-2001 the following licensees shall be assessed annual fees in accordance with this Part:
- 1) Licensees with expiration dates after April-17-2003;
  - 2) Licensees with expiration dates between April-17-1998 and March-31-2002; and
  - 3) Licensees that have converted to annual fees.
- g) Effective April-17-2002 all licensees shall be assessed annual fees in accordance with this Part.
- h) For licensees that are not yet subject to annual fees in the event the licensee submits an application to add a remote use site or change to a different primary material use category, the Department shall require that licensees convert to annual fees as specified in this Part. The Department shall credit or refund for the full or partial year of the license on described in Section 331.130 of this Part, and the licensee shall pay the difference between the credited amount and any annual fees due in the event the amount to be refunded exceeds the annual fees due. A refund shall be issued. No amendment to change the number of remote sites listed on the license or to change the primary material use category shall be approved until all fees are paid.

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 331.130 Refunds of Full Cost Recovery Deposits

The following procedures shall be followed by the Department when calculating refunds to licensees with full cost recovery deposits on file with the Department:

- a) For licensees with an expiration date prior to March-31-2003, that have not converted to annual fees, and for which a fixed fee is prescribed in Appendix F of this Part: 1) In the event that the Department terminates a license at the request of the licensee prior to the license expiration date the Department will issue a prorated refund of ten percent of the license fees paid prior to April-17-1999 for each remaining full year for which the license fee was paid. 2) In the event that the licensee requests to add a remote use site or change to a different primary material use category prior to the license expiration date, the Department will issue a credit or prorated refund of ten percent of the license fees paid prior to April-17-1999 for each remaining full year for which the license fee was paid. b) For new license applications received prior to April-17-1999

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in--the-event-that-the-applicant-withdraws-or-the-department-abandons or denies-an-application-prior-to-issuance-of--the--license--document the--Department--will--issue--a--refund--totaling--50%--of--the--total--fee submitted-for-that--license--action. c) For--licenses--for--which--the--license-fee--is--based--on--full-cost-review--and--for--applications--for sealed-source-and-device-evaluations--an In the event that the applicant withdraws--or--abandons--or the Department denies an application prior to issuance of a sealed source and device the evaluation sheet or initial license, the Department shall ~~will~~ issue a refund totaling the deposit submitted for that application minus the full cost recovery expenses incurred by the Department but not paid by the applicant. In the event the expenses incurred by the Department exceed the deposit, the applicant shall ~~will~~ be billed for the unpaid balance of full cost recovery expenses as defined in Section 331.200 of this Part. Each bill shall ~~will~~ identify the actions ~~applicant~~ and the related costs. Payment is due within 60 days after the date of billing.

~~bd) Upon For--licenses--for--which--the--fee--is--based--on--full-cost-review--and for--sealed--source--and--device--evaluations--upon termination of the license or issuance of a sealed source or device evaluation sheet, the Department shall ~~will~~ issue a refund totaling the deposit submitted, minus any outstanding full cost recovery expenses. In the event that expenses incurred exceed the deposit, the applicant shall ~~will~~ be billed for the unpaid balance of full cost recovery expenses as defined in Section 331.200 of this Part. Each bill shall ~~will~~ identify the actions ~~applicant~~ and the related costs. Payment is due within 60 days after the date of billing.~~

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## Section 331.200 Full Cost Recovery of Review

Initial applications, amendments and renewals for licenses designated as full cost recovery in Appendix F of this Part, and evaluations of new sealed sources and devices, or amendments to existing sealed source and device evaluations are assessed fees based on full cost recovery of review and inspection efforts. Full cost recovery of review fees are calculated based on the following:

- The time required by Departmental professional staff to conduct the review, including license file review, travel time, correspondence preparation and supervisory and management review of specific actions, multiplied by the rate specified in subsection (f) of this Section;
- The time required by Departmental professional staff to conduct inspections or perform confidential environmental monitoring, including license file review, travel time, correspondence preparation and supervisory and management review of specific actions, multiplied by the rate specified in subsection (f) of this Section;
- For licenses authorizing the possession and use of source material (as

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defined in 32 Ill. Adm. Code 310.20) and byproduct material (as defined in 32 Ill. Adm. Code 332.20), the Department's cost for overseeing decontamination activities at unlicensed properties contaminated with ~~source~~ of byproduct material, including, but not limited to, travel time, correspondence preparation, supervisory and management review of specific actions, multiplied by the rate specified in subsection (f) of this Section.

d) The cost of standard lab equipment and supplies, special environmental monitoring equipment and servicing of such equipment.

e) The contractual support service costs, if any, incurred by the Department in conjunction with the review, inspections and confirmatory environmental monitoring activities.

AGENCY NOTE: These support service costs may include, but are not limited to, rental of specialized equipment, acquisition of additional professional expertise not available within the Department and laboratory fees charged to the Department.

f) The hourly rate for full cost recovery reviews shall be \$139.44.

AGENCY NOTE: Full cost recovery activities are billed to the nearest cent, an hour.

1) \$118-for--licenses--with--material--use--category--196a--Source

2) \$118-for--byproduct-material--use--category--196b--Source

3) \$118-for--licenses--with--material--use--category--196c--Source

4) \$118-for--licenses--with--material--use--category--197--Radioactive

5) \$118-for--licenses--with--material--use--category--197--Radioactive

6) \$118-for--licenses--with--material--use--category--197--Radioactive

7) \$118-for--licenses--with--material--use--category--197--Radioactive

8) \$118-for--licenses--with--material--use--category--197--Radioactive

9) \$118-for--licenses--with--material--use--category--197--Radioactive

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39) \$118-for--licenses--with--material--use--category--197--Radioactive

40) \$118-for--licenses--with--material--use--category--197--Radioactive

41) \$118-for--licenses--with--material--use--category--197--Radioactive

42) \$118-for--licenses--with--material--use--category--197--Radioactive

43) \$118-for--licenses--with--material--use--category--197--Radioactive

44) \$118-for--licenses--with--material--use--category--197--Radioactive

45) \$118-for--licenses--with--material--use--category--197--Radioactive

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

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## Section 331.APPENDIX B. Primary Material Use Categories for Radioactive Material Licenses and Registrants

## Fee Category Primary Material Use Category Description

MANUFACTURING/DISTRIBUTION

201A. Broad Scope Manufacturing and/or Distribution - licenses (as specified in 32 Ill. Adm. Code 330.270) for possession and use of radioactive material for research and development and processing or manufacturing of radioactive material or items containing radioactive material for commercial distribution, including, but not limited to, nuclear pharmacy operations, or manufacturing of a chemical mixture, compound, solution or alloy which is listed in 32 Ill. Adm. Code 330.30.

201B. Specific Manufacturing and/or Distribution - licenses for possession and use of greater than one-curie--437 GBq (LCI) of radioactive material for research and development, and processing or manufacturing of radioactive material or items containing radioactive material for commercial distribution, including, but not limited to, manufacturing of a chemical mixture, compound, solution or alloy which is listed in 32 Ill. Adm. Code 330.30.

201C. Nuclear Pharmacy and Limited Manufacturing and/or Distribution - this category of radioactive material licenses addresses two similar types of licenses, either:

i) nuclear pharmacy licenses for possession, use and distribution of radiopharmaceuticals and sealed sources to persons authorized pursuant to 32 Ill. Adm. Code 335; or

ii) licenses for possession and use of not more than one curie--437 GBq (LCI) of radioactive material for research and development, and processing or manufacturing of radioactive material for limited to, commercial distribution, including, but not limited to, manufacturing of a chemical mixture, radiolabeled compound, solution or alloy which is listed in 32 Ill. Adm. Code 330.30.

201D. Distribution - licenses authorizing receipt, storage and distribution of radioactive material or items containing radioactive material, not involving processing or manufacturing of radioactive material.

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IRRADIATIONS

## 202A.

Category I Irradiator - licenses for possession and use of radioactive material as sealed sources in a gamma irradiator in which the sealed source is completely contained in a dry container constructed of solid material, the sealed source is shielded at all times, and human access to the sealed source and the volume undergoing irradiation is not physically possible because of the design of the irradiator.

## 202B.

Category II, III or IV Irradiator - licenses for possession and use of less than 40-000--curies--4370 TBq (10,000 Ci) of radioactive material as sealed sources in a controlled human access gamma irradiator in which the sealed source is either:

- i) contained in a dry container constructed of solid material, is fully shielded when not in use and is exposed within a radiation volume that is maintained inaccessible during use by an entry control system;
- ii) contained in a storage pool summitly-containing-water, the sealed source is shielded at all times, and human access to the sealed source and the volume undergoing irradiation is physically restricted in its design configuration and proper mode of use; or
- iii) contained in a storage pool summitly-containing-water, is fully shielded when not in use and is exposed within a radiation volume that is maintained inaccessible during use by an entry control system.

## 202C.

Category II, III or IV Irradiator - licenses for possession and use of 40-000--curies--4370 TBq (10,000 Ci) or more of radioactive material as sealed sources in a controlled human access gamma irradiator in which the sealed source is either:

- i) contained in a dry container constructed of solid materials, is fully shielded when not in use and is exposed within a radiation volume that is maintained inaccessible during use by an entry control system;
- ii) contained in a storage pool summitly-containing-water, the sealed source is shielded at all times, and human access to the sealed source and the volume undergoing irradiation is physically restricted in its design configuration and proper mode of use; or

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- (iii) contained in a storage pool ~~usually containing water~~, is fully shielded when not in use and is exposed within a radiation volume that is maintained inaccessible during use by an entry control system.

RESEARCH AND DEVELOPMENT

- 203A. Broad Scope Research and Development - licenses (as specified in 32 Ill. Adm. Code 330.270) for possession and use of radioactive material for research and development that do not authorize commercial distribution.
- 203B. Other Research and Development - licenses for possession and use of radioactive material for research and development that do not authorize commercial distribution.

AGENCY NOTE: The Department will allow the non-commercial distribution of material to other licensees for the purpose of collaborative research and development.

PORTABLE AND FIXED GAUGES

- 204A. Gas Chromatographs and Fixed X-Ray Fluorescence Analyzers - specific licenses for possession and use of radioactive material in sealed sources for use in gas chromatographs or fixed x-ray fluorescence analyzers.
- 204B. Portable Gauges and Portable X-Ray Fluorescence Analyzers - specific licenses for possession and use of radioactive material as sealed sources for use in portable gauges or x-ray fluorescence analyzers.
- 204C. Fixed Gauges - specific licenses for possession and use of radioactive material as sealed sources for use in fixed gauges.

SERVICE

- 205A. Service - licenses that authorize services for other persons, including, but not limited to, testing of sealed sources for leakage or contamination, instrument calibration and sample analysis, but not including waste disposal transportation or radioactive waste broker services. Medical service licenses include licenses that only transport sources and equipment to a client's facility, but do not authorize the medical use or administration of that material. The medical use or administration of radioactive material to humans or animals shall be performed under a specific medical use license.

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- 205B. Nuclear Laundries - licenses for commercial collection and laundering of items contaminated with radioactive material.

- 205C. Decontamination Facilities - licenses that authorize receipt of items contaminated with radioactive material for the purpose of decontaminating such items.

WIRELINE (Well-Logging)

206. Wireline Service Operations (as defined in 32 Ill. Adm. Code 351) - licenses specifically authorizing use of radioactive material for wireline services, well surveys and tracer studies.

INDUSTRIAL RADIOGRAPHY

207. Industrial Radiography (as defined in 32 Ill. Adm. Code 350) - licenses specifically authorizing use of radioactive material for industrial radiography at permanent or temporary jobsites.

MEDICAL/VETERINARY

- 208A. Broad Scope Medical/Veterinary Use - Broad scope licenses (as specified in 32 Ill. Adm. Code 330.270) authorizing diagnostic and/or therapeutic veterinary or human use of radioactive material. These licenses may include research and development, or use of radioactive material in sealed sources contained in teletherapy or high dose rate remote afterloader devices.

- 208B. Medical/Veterinary Use Including Teletherapy and/or High Dose Rate Remote Afterloader - licenses for diagnostic and/or therapeutic human or veterinary use of radioactive material that include authorization for possession and use of radioactive material as sealed sources contained in teletherapy or high dose rate remote afterloader devices for medical or veterinary use and for the irradiation of other items.

AGENCY NOTE: Possession of a teletherapy unit that is out of service and in storage only does not mean the primary radioactive material use category is the teletherapy category described in 208B. Such licensees should review the other categories to determine their primary radioactive material use category. If this is the only material possessed under a specific license, then see category 212A.

- 208C. Medical/Veterinary Use - licenses for diagnostic and/or therapeutic human or veterinary use of radioactive material (i.e., 32 Ill. Adm. Code 335.5010 and/or 335.7010).



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- 208D. Diagnostic Use Only - licenses restricted to only the diagnostic human or veterinary use of radioactive material for uptake, dilution, excretion, imaging or localization studies, sealed sources for diagnosis; and in vitro kits (i.e., 32 Ill. Adm. Code 335.40[9], except as specified in 32 Ill. Adm. Code 330.220(f).
- 208E. Limited Medical/Veterinary Use - licenses restricted to only the human or veterinary use of radioactive material for uptake, dilution and excretion studies (i.e., 32 Ill. Adm. Code 335.30[9].
- 208F. Mobile Nuclear Medicine - licenses authorizing the receipt, possession and use of radioactive material for diagnostic or therapeutic human or veterinary use at temporary jobsites. AGENCY NOTE: Licensees wishing to establish mobile medical services involving High Dose Rate Remote Afterloaders for therapeutic use in humans or animals shall be licensed under Category 208E.

REGISTRANTS (GENERAL LICENSES)

- 209A. General licenses for kits - radioactive material (as specified in 32 Ill. Adm. Code 330.220(f)) for certain in vitro clinical or laboratory testing.
- 209B. Facilities with Generally Licensed Devices - facilities registered with the Department to possess or use radioactive material (as specified in 32 Ill. Adm. Code 330.220(b)), except for material contained in devices designed and manufactured for the purpose of producing light, and material in the form of sealed sources used in devices with a maximum activity less than or equal to 37 MBq (1 mCi).

SOURCE MATERIAL

- 210A. Possession and Use of Source Material (as defined in 32 Ill. Adm. Code 310.20) and Byproduct Material (as defined in 32 Ill. Adm. Code 335.20) - licenses for possession and use of source material in recovery operations such as milling, in-site leaching, heap-leaching, ore buying stations, ion exchange facilities and in processing of ores containing source material for extraction of metals other than uranium or thorium, including licenses authorizing the possession of byproduct waste material (tailings) from source material recovery operations as well as licenses authorizing the possession and maintenance of a facility in a standby mode.

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- 210B. Possession and Use of Source Material (as defined in 32 Ill. Adm. Code 310.20) - licenses for possession and use of source material that require a specific radioactive materials license. This does not include licenses authorizing manufacture and distribution of source material, nor does it include specific licenses authorizing source material used for shielding or source material authorized for use in manufacturing operations as described in Material Use Categories 201A, B and C of this Section.

WASTE DISPOSAL AND TREATMENT FACILITIES

- 211A. Low-level Radioactive Waste Disposal Facilities - licenses issued pursuant to 32 Ill. Adm. Code 601 specifically authorizing the disposal of low-level radioactive waste away from the point of generation.
- 211B. Low-level Radioactive Waste Treatment Facilities - licenses specifically authorizing the receipt of low-level radioactive waste material from other persons for treatment away from the point of generation, and transfer to a person authorized to receive or dispose of the material.
- 211C. Centralized Low-level Radioactive Waste Storage Facilities - licenses specifically authorizing the receipt of low-level radioactive waste material from other persons for storage away from the point of generation, and transfer to a person authorized to receive or dispose of the material.
- 211D. Other Low-level Radioactive Waste - licenses authorizing other methodologies for disposal of low-level radioactive waste.

OTHER

- 212A. Storage Only - licenses authorizing storage only of radioactive material, but ~~for eventual disposal~~ and does not include facilities described as Centralized Low-level Radioactive Waste Storage Facilities.
- 212B. Possession Incident to Exempt Distribution - licenses authorizing possession, receipt, storage and repackaging of byproduct radioactive material for eventual distribution to persons exempt under a specific license issued by the U.S. Nuclear Regulatory Commission. AGENCY NOTE: The U.S. Nuclear Regulatory Commission maintains sole authority to issue licenses authorizing distribution of exempted byproduct radioactive material. However, those licenses do not authorize storage of such material at

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facilities in Illinois, therefore, a separate license must be obtained from the Department for possession of such material.

212C. Other - all other specific radioactive material licenses not specified elsewhere in this Appendix.

212D. Reciprocity for Exhibition and Demonstration Only - licenses authorizing only exhibition or demonstration of devices for a period of not greater than 180 days in any 12-month period.

212E. Sealed Source and Device Evaluation Maintenance Fee - a fee per active evaluation sheet maintained by the Department, excluding custom sealed source and device evaluation sheets.

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

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## Section 331.APPENDIX F Fee Schedule for Radioactive Material Licensees and Registrants

Primary Category	Description	Annual Fee	Recovery and Remediation Fee	Remote Site Fee
<b>MANUFACTURING/DISTRIBUTION</b>				
201A.	Broad Scope Manufacturing and Distribution	\$9,670 6443	\$300	\$3,860 2772
201B.	Specific Manufacturing and/or Distribution	\$4,627	\$300	\$2,112
201C.	Nuclear Pharmacy and Limited Manufacturing and/or Distribution	\$2,715 2438	\$300	\$1,910 998
201D.	Distribution	\$1,645 1495	\$300	\$ 283

**IRRADIATORS**

202A.	Category I Irradiator	\$ 660 626	\$300	\$ 310 145
202B.	Category II, III, or IV Irradiator (less than 10,000 curies (370 TBq))	\$3,665 2755	\$300	\$2,665 17588
202C.	Category II, III or IV Irradiator (10,000 curies (370 TBq) or more)	Full Cost \$47386	\$300	Full Cost \$37888

**RESEARCH AND DEVELOPMENT**

203A.	Broad Scope Research and Development	\$6,120 3439	\$300	\$3,480 17988
203B.	Other Research and	\$1,960	\$300	\$ 720

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PORTABLE AND FIXED GAUGES

Development 17613 787

204A. Gas Chromatographs and Fixed X-Ray Fluorescence Analyzers

\$ 595 \$300 \$ 161

204B. Portable Gauges and Portable X-Ray Fluorescence Analyzers

\$ 315 \$300 \$ 295

204C. Fixed Gauges

\$1,015 \$300 \$ 320

SERVICE

205A. Service

\$1,495 \$300 \$ 450

205B. Nuclear Laundries (One-time Deposit of \$10,000)

Full Cost \$300 \$ 399

205C. Decontamination Facilities (One-time Deposit of \$10,000)

Full Cost \$300 \$ 399

WIRELINE (Well Logging)

206. Wireline Service Operations

\$1,540 \$300 \$ 495

INDUSTRIAL RADIOGRAPHY

207. Industrial Radiography

\$1,725 \$300 \$2,630

MEDICAL/VETERINARY

208A. Broad Scope Medical/Veterinary Use

\$8,385 \$300 \$2,870

208B. Medical/Veterinary Use including

\$1,675 \$300 \$1,275

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Teletherapy and/or High Dose Rate Remote Afterloader

208C. Medical/Veterinary Use \$1,775 \$300 \$ 528

208D. Diagnostic Use Only

\$1,020 \$300 \$ 390

208E. Limited Medical/Veterinary Use

\$ 920 \$300 \$ 410

208F. Mobile Nuclear Medicine

\$2,360 \$300 \$ 595

REGISTRANT GENERAL LICENSES

209A. General Licenses for Kits

\$ 170 \$300 N/A

209B. Facilities with Generally Licensed Devices

\$ 350 \$300 N/A

SOURCE MATERIAL

210A. Possession and Use of Source Material and Byproduct Material (One-time Deposit of \$25,000)

Full Cost \$300 Full Cost N/A

210B. Possession and Use of Source Material (One-time Deposit of \$25,000)

Full Cost \$300 Full Cost N/A

WASTE DISPOSAL AND TREATMENT FACILITIES

211A. Low-level Radio-active Waste Disposal Facilities (One-time Deposit of \$25,000)

Full Cost \$300 Full Cost N/A

211B. Low-level Radio-active Waste Treatment Facilities (One-time

Full Cost \$300 Full Cost N/A

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	Deposit of \$25,000)				
211C.	Centralized Low-Level Radioactive Waste Storage Facilities (One-time Deposit of \$25,000)	Full Cost N/A	\$300	Full Cost N/A	
211D.	Other Low-Level Radioactive Waste (One-time Deposit of \$25,000)	Full Cost N/A	\$300	Full Cost N/A	
OTHER					
212A.	Storage Only	\$ 420 176	\$300	\$ 420 176	
212B.	Possession Incident to Exempt Distribution	\$ 965 729	\$300	\$ 264	
212C.	Other (uses not specified elsewhere in this schedule)	\$ 885 619	\$300	\$ 220	
212D.	Reciprocity for Exhibition and Demonstration Only	\$ 175 150	N/A	N/A	
212E.	Sealed Source and Device Evaluation Maintenance Fee	\$ 325 280	N/A	N/A	
	(Source: Amended at 25 Ill. Reg. _____, effective _____)				

PROCUREMENT POLICY BOARD  
NOTICE OF PROPOSED AMENDMENT

- 1) Heading of the Part: General Policies
- 2) Code Citation: 2 Ill. Adm. Code 3002
- 3) Section Numbers: Proposed Action:  
2.1200 Amend
- 4) Statutory Authority: Illinois Procurement Code (30 ILCS 500)
- 5) A complete description of the subjects and issues involved: When the Board proposes or is required to review rules, it will do so prior to or contemporaneously with the Joint Committee, Administrative Code Division and CPO's review.
- 6) Will this proposed amendment replace an emergency amendment currently in effect? No
- 7) Does this rulemaking contain an automatic repeal date? No
- 8) Does this amendment contain incorporations by reference? No
- 9) Are there any other proposed amendments pending on this part? No
- 10) Statement of Statewide Policy Objectives: The amendment does not create or expand state mandates.
- 11) Time, Place and Manner in which interested persons may comment on this proposed rulemaking: Interested persons may comment in writing during the First Notice period to:  
  
Procurement Policy Board  
Tiffany Smith, Graduate Assistant  
511 W. Capitol, Suite 102  
Springfield IL 62703  
(217) 785-3988  
Fax: (217) 557-9927
- 12) Initial Regulatory Flexibility Analysis:

- A) Types of small businesses, small municipalities and not for profit corporations affected: Small businesses, small municipalities and not for profit corporations are not affected.
- B) Reporting, bookkeeping or other procedures required for compliance: Publication of Board agendas and Board action in the Illinois Procurement Bulletin
- C) Types of professional skills necessary for compliance: None

PROCUREMENT POLICY BOARD  
NOTICE OF PROPOSED AMENDMENTTITLE 2: GOVERNMENTAL ORGANIZATION  
SUBTITLE E: MISCELLANEOUS STATE AGENCIES  
CHAPTER LX: PROCUREMENT POLICY BOARDPART 3002  
GENERAL POLICIES

Section	Authority and Purpose
3002.100	Definitions
3002.200	Agenda
3002.300	Meetings of the Board
3002.400	Board Review
3002.500	Publication of Notices, Proposals and Action by the Board
3002.600	Comments from the Public
3002.700	Petition to the Board by Public
3002.800	Submission of Complaints
3002.900	Obtaining Other Information
3002.1000	Coordination with State Agencies and the General Assembly
3002.1100	Coordination with the Joint Committee, Administrative Code Division and CPOs
3002.1200	

AUTHORITY: Implementing and authorized by the Illinois Procurement Code [30 ILCS 500].

SOURCE: Adopted at 23 Ill. Reg. 6895, effective June 1, 1999; amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

## Section 3002.1200 Coordination with Joint Committee, Administrative Code Division and CPOs

When the Board proposes or is required to review rules, it will do so prior to or contemporaneously in-conjunction with the Joint Committee, Administrative Code Division and CPO reviews in order to facilitate timely promulgation of the rules. Rules reviewed contemporaneously by the Board must be submitted to the Board no later than the time they are filed with the Secretary of State for First Notice publication.

(Source: Amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

PROCUREMENT POLICY BOARD  
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- 13) Regulatory Agenda on which this rulemaking was summarized: This rulemaking was not included on either of the 2 most recent regulatory agendas because: The Board did not anticipate the need for this change and therefore it was not published in any regulatory agenda.

The full text of the Proposed Amendment begins on the next page:



## DEPARTMENT OF PUBLIC AID

## NOTICE OF PROPOSED AMENDMENTS

- 1) **Heading of the Part:** Medical Payment
- 2) **Code Citation:** 89 Ill. Adm. Code 149
- 3) **Section Numbers:**  
140-850 Proposed Action:  
140-850 New Section  
140-855 New Section
- 4) **Statutory Authority:** Section 12-13 of the Illinois Public Aid Code [305 ILCS 5/12-13]

5) **Complete Description of the Subjects and Issues Involved:** These proposed amendments to the administrative rules concerning medical payment address monitoring of claims by the Department, for federal reimbursement. These provisions are applicable to other State, agencies and local government entities that provide services in support of programs administered by the Department. These State and local entities are eligible for federal reimbursement regarding administrative expenditures related to the Department's Medical Assistance Program, when they enter into contractual agreements with the Department. The proposed amendments describe the federal requirements concerning federal claiming for these entities, and provide for a review and reconsideration process concerning disputed claims. The amendments have been developed to inform prospective contractors of claiming requirements and to specify contractual obligations. No budgetary changes are expected to result on the basis of these new provisions.

6) **Will these proposed amendments replace emergency amendments currently in effect?** No

7) **Does this rulemaking contain an automatic repeal date?** No

8) **Do these proposed amendments contain incorporations by reference?** No

9) **Are there any other proposed amendments pending on this Part?** Yes

Sections	Proposed Action	Illinois Register Citation
140.400	Amendment	March 16, 2001 (25 Ill. Reg. 3806)
140.416	Amendment	December 22, 2000 (24 Ill. Reg. 18486)
140.417	Amendment	December 22, 2000 (24 Ill. Reg. 18486)
140.418	Amendment	December 22, 2000 (24 Ill. Reg. 18486)
140.435	Amendment	March 16, 2001 (25 Ill. Reg. 3806)
140.436	Amendment	March 16, 2001 (25 Ill. Reg. 3806)
140.445	Amendment	December 29, 2000 (24 Ill. Reg. 18999)
140.446	Amendment	December 29, 2000 (24 Ill. Reg. 18999)
140.447	Amendment	December 29, 2000 (24 Ill. Reg. 18999)
140.494	Amendment	August 4, 2000 (24 Ill. Reg. 11539)
140.642	Amendment	March 2, 2001 (25 Ill. Reg. 3190)

## DEPARTMENT OF PUBLIC AID

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10) **Statement of Statewide Policy Objectives:** These proposed amendments affect local government entities, or units, involved in the Department's school-based health services program. The Department monitors administrative claims for Federal Financial Participation (federal matching funds) made by local education agencies (LEAs) that have entered into contractual agreements with the Department. In most cases, LEAs are synonymous with local school districts. However, these proposed amendments do not necessitate local government entities to establish, expand or modify their activities in such a way as to necessitate additional expenditures from local revenues.

11) **Time, Place, and Manner in Which Interested Persons May Comment on this Proposed Rulemaking:** Any interested parties may submit comments, data, views, or arguments concerning this proposed rulemaking. All comments must be in writing and should be addressed to:

Joanne Jones  
Office of the General Counsel, Rules Section  
Illinois Department of Public Aid  
201 South Grand Avenue East, Third Floor  
Springfield, Illinois 62763-0002  
(217)524-0081

The Department requests the submission of written comments within 30 days after the publication of this notice. The Department will consider all written comments it receives during the first notice period as required by Section 5-40 of the Illinois Administrative Procedure Act [5 ILCS 100/5-40].

These proposed amendments may have an impact on small businesses, small municipalities, and not-for-profit corporations as defined in Sections 1-75, 1-80 and 1-85 of the Illinois Administrative Procedure Act [5 ILCS 100/1-75, 1-80, 1-85]. These entities may submit comments in writing to the Department at the above address in accordance with the regulatory flexibility provisions in Section 5-30 of the Illinois Administrative Procedure Act [5 ILCS 100/5-30]. These entities shall indicate their status as small businesses, small municipalities, or not-for-profit corporations as part of any written comments they submit to the Department.

12) **Initial Regulatory Flexibility Analysis:**

- A) Types of small businesses, small municipalities and not-for-profit corporations affected: State agencies and local government entities that are eligible for federal claiming by the Department
- B) Reporting, bookkeeping or other procedures required for compliance: None

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C) Types of professional skills necessary for compliance: None

- 13) Regulatory Agenda on which this rulemaking was summarized: This rulemaking was not included on either of the two most recent regulatory agendas because: This rulemaking was inadvertently omitted when the most recent regulatory agenda was published.

The full text of the proposed amendments begins on the next page:

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TITLE 99: SOCIAL SERVICES  
CHAPTER I: DEPARTMENT OF PUBLIC AID  
SUBCHAPTER d: MEDICAL PROGRAMS

PART 140  
MEDICAL PAYMENT

## SUBPART A: GENERAL PROVISIONS

## Section

- 140.1 Incorporation By Reference  
140.2 Medical Assistance Programs  
140.3 Covered Services Under Medical Assistance Programs  
140.4 Covered Medical Services Under AFDC-MANG for non-pregnant persons who are 18 years of age or older (Repealed)  
140.5 Covered Medical Services Under General Assistance  
140.6 Medical Services Not Covered  
140.7 Medical Assistance Provided to Individuals Under the Age of Eighteen Who Do Not Qualify for AFDC and Children Under Age Eight  
140.8 Medical Assistance For Qualified Severely Impaired Individuals  
140.9 Medical Assistance for a Pregnant Woman Who Would Not Be Categorically Eligible for AFDC/AFDC-MANG if the Child Were Already Born Or Who Do Not Qualify As Mandatory Categorically Needy  
140.10 Medical Assistance Provided to Incarcerated Persons

## SUBPART B: MEDICAL PROVIDER PARTICIPATION

## Section

- 140.11 Enrollment Conditions for Medical Providers  
140.12 Participation Requirements for Medical Providers  
140.13 Definitions  
140.14 Denial of Application to Participate in the Medical Assistance Program  
140.15 Recovery of Money  
140.16 Termination or Suspension of a Vendor's Eligibility to Participate in the Medical Assistance Program  
140.17 Suspension of a Vendor's Eligibility to Participate in the Medical Assistance Program  
140.18 Effect of Termination on Individuals Associated with Vendor  
140.19 Application to Participate or for Reinstatement Subsequent to Termination, Suspension or Barring  
140.20 Submittal of Claims  
140.21 Covered Medicaid Services for Qualified Medicare Beneficiaries (QMBs)  
140.22 Magnetic Tape Billings (Repealed)  
140.23 Payment of Claims  
140.24 Payment Procedures  
140.25 Overpayment or Underpayment of Claims  
140.26 Payment to Factors Prohibited

DEPARTMENT OF PUBLIC AID

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140.27 Assignment of Vendor Payments  
140.28 Record Requirements for Medical Providers  
140.30 Audits  
140.31 Emergency Services Audits  
140.32 Prohibition on Participation, and Special Permission For Participation  
140.33 Publication of List of Terminated, Suspended or Bared Entities  
140.35 False Reporting and Other Fraudulent Activities  
140.40 Prior Approval for Medical Services or Items  
140.41 Prior Approval in Cases of Emergency  
140.42 Limitation on Prior Approval  
140.43 Post Approval for Items or Services when Prior Approval Cannot Be Obtained  
140.55 Recipient Eligibility Verification (REV) System  
140.71 Reimbursement for Medical Services Through the Use of a C-13 Invoice  
140.72 Voucher Advance Payment and Expedited Payments  
140.73 Drug Manual (Recodified)  
140.73 Drug Manual Updates (Recodified)

SUBPART C: PROVIDER ASSESSMENTS

Section  
140.80 Hospital Provider Fund  
140.82 Developmentally Disabled Care Provider Fund  
140.84 Long Term Care Provider Fund  
140.94 Medicaid Developmentally Disabled Provider Participation Fee Trust Fund/Medicaid Long Term Care Provider Participation Fee Trust Fund  
140.95 Hospital Services Trust Fund  
140.96 General Requirements (Recodified)  
140.97 Special Requirements (Recodified)  
140.98 Covered Hospital Services (Recodified)  
140.99 Hospital Services Not Covered (Recodified)  
140.100 Limitation On Hospital Services (Recodified)  
140.101 Transplants (Recodified)  
140.102 Heart Transplants (Recodified)  
140.103 Liver Transplants (Recodified)  
140.104 Bone Marrow Transplants (Recodified)  
140.110 Disproportionate Share Hospital Adjustments (Recodified)  
140.111 Payment for Inpatient Services for CA (Recodified)  
140.117 Hospital Outpatient and Clinic Services (Recodified)  
140.200 Payment for Hospital Services During Fiscal Year 1982 (Recodified)  
140.201 Payment for Hospital Services After June 30, 1982 (Repealed)  
140.202 Payment for Hospital Services During Fiscal Year 1983 (Recodified)  
140.203 Limits on Length of Stay by Diagnosis (Recodified)  
140.300 Payment for Pre-operative Days and Services Which Can Be Performed in an Outpatient Setting (Recodified)  
140.350 Copayments (Recodified)  
140.360 Payment Methodology (Recodified)

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140.361 Non-Participating Hospitals (Recodified)  
140.362 Pre July 1, 1989 Services (Recodified)  
140.363 Post June 30, 1989 Services (Recodified)  
140.364 Prepayment Review (Recodified)  
140.365 Base Year Costs (Recodified)  
140.366 Restructuring Adjustment (Recodified)  
140.367 Inflation Adjustment (Recodified)  
140.368 Volume Adjustment (Repealed)  
140.369 Groupings (Recodified)  
140.370 Rate Calculation (Recodified)  
140.371 Payment (Recodified)  
140.372 Review Procedure (Recodified)  
140.373 Utilization (Repealed)  
140.374 Alternatives (Recodified)  
140.375 Exemptions (Recodified)  
140.376 Utilization, Case-Mix and Discretionary Funds (Repealed)  
140.390 Subacute Alcoholism and Substance Abuse Services (Recodified)  
140.391 Definitions (Recodified)  
140.392 Types of Subacute Alcoholism and Substance Abuse Services (Recodified)  
140.394 Payment for Subacute Alcoholism and Substance Abuse Services (Recodified)  
140.396 Rate Appeals for Subacute Alcoholism and Substance Abuse Services (Recodified)  
140.398 Hearings (Recodified)

SUBPART D: PAYMENT FOR NON-INSTITUTIONAL SERVICES

Section  
140.400 Payment to Practitioners, Nurses and Laboratories  
140.410 Physicians' Services  
140.411 Covered Services by Physicians  
140.412 Services Not Covered by Physicians  
140.413 Limitation on Physician Services  
140.414 Requirements for Prescriptions and Dispensing of Pharmacy Items - Physicians  
140.416 Optometric Services and Materials  
140.417 Limitations on Optometric Services  
140.418 Department of Corrections Laboratory  
140.420 Dental Services  
140.421 Limitations on Dental Services  
140.422 Requirements for Prescriptions and Dispensing Items of Pharmacy Items - Dentists  
140.425 Podiatry Services  
140.426 Limitations on Podiatry Services  
140.427 Requirement for Prescriptions and Dispensing of Pharmacy Items - Podiatry  
140.428 Chiropractic Services

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140.429 Limitations on Chiropractic Services (Repealed)  
 140.430 Independent Clinical Laboratory Services  
 140.431 Services Not Covered by Independent Clinical Laboratories  
 140.432 Limitations on Independent Clinical Laboratory Services  
 140.433 Payment for Clinical Laboratory Services  
 140.434 Record Requirements for Independent Clinical Laboratories  
 140.435 Nurse Services  
 140.436 Limitations on Nurse Services  
 140.437 Imaging Centers  
 140.438 Pharmacy Services  
 140.439 Pharmacy Services Not Covered  
 140.441 Prior Approval of Prescriptions  
 140.442 Filling of Prescriptions  
 140.443 Compounded Prescriptions  
 140.444 Legend Prescription Items (Not Compounded)  
 140.445 Over-the-Counter Items  
 140.446 Reimbursement  
 140.447 Returned Pharmacy Items  
 140.448 Payment of Pharmacy Items  
 140.449 Record Requirements for Pharmacies  
 140.450 Prospective Drug Review and Patient Counseling  
 140.451 Mental Health Clinic Services  
 140.452 Definitions  
 140.453 Types of Mental Health Clinic Services  
 140.454 Payment for Mental Health Clinic Services  
 140.455 Hearings  
 140.456 Therapy Services  
 140.457 Prior Approval for Therapy Services  
 140.458 Payment for Therapy Services  
 140.459 Clinic Services  
 140.460 Clinic Participation, Data and Certification Requirements  
 140.461 Covered Services in Clinics  
 140.462 Clinic Service Payment  
 140.463 Healthy Moms/Healthy Kids Managed Care Clinics (Repealed)  
 140.464 Speech and Hearing Clinics (Repealed)  
 140.465 Rural Health Clinics  
 140.466 Independent Clinics  
 140.467 Hospice  
 140.468 Home Health Services  
 140.470 Home Health Covered Services  
 140.471 Types of Home Health Services  
 140.472 Prior Approval for Home Health Services  
 140.473 Payment for Home Health Services  
 140.474 Medical Equipment, Supplies and Prosthetic Devices  
 140.475 Will Not Be Made  
 140.476 Limitations on Equipment, Supplies and Prosthetic Devices  
 140.477 Prior Approval for Medical Equipment, Supplies and Prosthetic Devices  
 140.478

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140.479 Limitations, Medical Supplies  
 140.480 Equipment Rental Limitations  
 140.481 Payment for Medical Equipment, Supplies, Prosthetic Devices and Hearing Aids  
 140.482 Family Planning Services  
 140.483 Limitations on Family Planning Services  
 140.484 Payment for Family Planning Services  
 140.485 Healthy Kids Program  
 140.486 Limitations on Medichex Services (Repealed)  
 140.487 Healthy Kids Program Timeliness Standards  
 140.488 Periodicity Schedule, Immunizations and Diagnostic Laboratory Procedures  
 140.490 Medical Transportation  
 140.491 Limitations on Medical Transportation  
 140.492 Payment for Medical Transportation  
 140.493 Payment for Helicopter Transportation  
 140.495 Psychological Services  
 140.496 Payment for Psychological Services  
 140.497 Hearing Aids  
  
 Section  
 140.500 Long Term Care Services  
 140.502 Cessation of Payment at Federal Direction  
 140.503 Cessation of Payment for Improper Level of Care  
 140.504 Cessation of Payment Because of Termination of Facility  
 140.504 Informal Hearing Process for Denial of Payment for New ICF/MR Admissions  
 140.505 Provider Voluntary Withdrawal  
 140.506 Continuation of Provider Agreement  
 140.507 Determination of Need for Group Care  
 140.510 Long Term Care Services Covered by Department Payment  
 140.511 Utilization Control  
 140.512 Certification Review Plan (Repealed)  
 140.513 Certifications and Recertifications of Care  
 140.514 Management of Recipient Funds--Personal Allowance Funds  
 140.515 Recipient Management of Funds  
 140.516 Correspondent Management of Funds  
 140.517 Facility Management of Funds  
 140.519 Use or Accumulation of Funds  
 140.520 Management of Recipient Funds--Local Office Responsibility  
 140.521 Room and Board Accounts  
 140.522 Reconciliation of Recipient Funds  
 140.523 Bed Reserves  
 140.524 Cessation of Payment Due to Loss of License  
 140.525 Quality Incentive Program (QUIP) Payment Levels  
 140.526 Quality Incentive Standards and Criteria for the Quality Incentive

SUBPART E: GROUP CARE

## DEPARTMENT OF PUBLIC AID

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140.527	Program (QUIP) (Repealed)
140.528	Quality Incentive Survey (Repealed)
140.529	Payment of Quality Incentive (Repealed)
140.529	Reviews (Repealed)
140.530	Basis of Payment for Long Term Care Services
140.530	General Service Costs
140.531	Health Care Costs
140.532	General Administration Costs
140.533	Ownership Costs
140.534	Costs for Interest, Taxes and Rent
140.535	Organization and Pre-Operating Costs
140.536	Payments to Related Organizations
140.537	Special Costs
140.538	Reimbursement for Basic Nursing Assistant, Developmental Disabilities Aide, Basic Child Care Aide and Habilitation Aide Training and Nursing Assistant Competency Evaluation
140.539	Costs Associated With Nursing Home Care Reform Act and Implementing Regulations
140.540	
140.541	Salaries Paid to Owners or Related Parties
140.542	Cost Reports-Filing Requirements
140.543	Time Standards for Filing Cost Reports
140.544	Access to Cost Reports (Repealed)
140.545	Penalty for Failure to File Cost Reports
140.550	Update of Operating Costs
140.551	General Service Costs
140.552	Nursing and Program Costs
140.553	General Administrative Costs
140.554	Component Inflation Index
140.555	Minimum Wage
140.560	Components of the Base Rate Determination
140.561	Support Costs Components
140.562	Nursing Costs
140.563	Capital Costs
140.565	Kosher Kitchen Reimbursement
140.566	Out-of-State Placement
140.567	Level II Incentive Payments (Repealed)
140.568	Duration of Incentive Payments (Repealed)
140.569	Clients With Exceptional Care Needs
140.570	Capital Rate Component Determination
140.571	Capital Rate Calculation
140.572	Total Capital Rate
140.573	Other Capital Provisions
140.574	Capital Rates for Rent Facilities
140.575	Newly Constructed Facilities (Repealed)
140.576	Renovations (Repealed)
140.577	Capital Costs for Rent Facilities (Renumbered)
140.578	Property Taxes
140.579	Specialized Living Centers

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140.580	Mandated Capital Improvements (Repealed)
140.581	Qualifying as Mandated Capital Improvement (Repealed)
140.582	Cost Adjustments
140.583	Campus Facilities
140.584	Illinois Municipal Retirement Fund (IMRF)
140.590	Audit and Record Requirements
140.642	Screening Assessment for Nursing Facility and Alternative Residential Settings and Services
140.643	In-Home Care Program
140.645	Home and Community Based Services Waivers for Medically Fragile, Technology Dependent, Disabled Persons Under Age 21
140.646	Reimbursement for Developmental Training (DT) Services for Individuals with Developmental Disabilities Who Reside in Long Term Care (ICF AND SNF) and Residential (ICF/MR) Facilities
140.647	Description of Developmental Training (DT) Services
140.648	Determination of the Amount of Reimbursement for Developmental Training (DT) Programs
140.649	Effective Dates of Reimbursement for Developmental Training (DT) Programs
140.650	Certification of Developmental Training (DT) Programs
140.651	Decertification of Day Programs
140.652	Terms of Assurances and Contracts
140.680	Effective Date Of Payment Rate
140.700	Discharge of Long Term Care Residents
140.830	Appeals of Rate Determinations
140.835	Determination of Cap on Payments for Long Term Care (Repealed)

## SUBPART F: FEDERAL CLAIMING FOR STATE AND LOCAL GOVERNMENTAL ENTITIES

## MEDICAID-PARTNERSHIP-PROGRAM

Section	Reimbursement of Administrative Expenditures	General--Description
140.850	Reimbursement of Administrative Expenditures	Reimbursement of Administrative Expenditures
140.855	Administrative Claim Review and Reconsideration Procedure	Reimbursement of Administrative Claim Review and Reconsideration Procedure
140.860	Covered Services (Repealed)	Covered Services (Repealed)
140.865	Sponsor Qualifications (Repealed)	Sponsor Qualifications (Repealed)
140.870	Department Responsibilities (Repealed)	Department Responsibilities (Repealed)
140.875	Provider Qualifications (Repealed)	Provider Qualifications (Repealed)
140.880	Provider Methodology (Repealed)	Provider Methodology (Repealed)
140.885	Payment Methodology (Repealed)	Payment Methodology (Repealed)
140.890	Contract Monitoring (Repealed)	Contract Monitoring (Repealed)
140.895	Reimbursement For Program Costs	Reimbursement For Program Costs
140.896	Long Term Care Facilities For the Developmentally Disabled (Recodified)	Long Term Care Facilities For the Developmentally Disabled (Recodified)
140.900	Reimbursement For Nursing Costs For Geriatric Residents in Group Care Facilities (Recodified)	Reimbursement For Nursing Costs For Geriatric Residents in Group Care Facilities (Recodified)



## DEPARTMENT OF PUBLIC AID

## NOTICE OF PROPOSED AMENDMENTS

140.901 Functional Areas of Needs (Recodified)  
 140.902 Service Needs (Recodified)  
 140.903 Definitions (Recodified)  
 140.904 Times and Staff Levels (Repealed)  
 140.905 Statewide Rates (Repealed)  
 140.906 Reconsiderations (Recodified)  
 140.907 Midnight Census Report (Recodified)  
 140.908 Times and Staff Levels (Recodified)  
 140.909 Statewide Rates (Recodified)  
 140.910 Referrals (Recodified)  
 140.911 Basic Rehabilitation Aide Training Program (Recodified)  
 140.912 Interim Nursing Rates (Recodified)

## SUBPART G: MATERNAL AND CHILD HEALTH PROGRAM

Section  
 140.920 General Description  
 140.922 Covered Services  
 140.944 Maternal and Child Health Provider Participation Requirements  
 140.926 Client Eligibility (Repealed)  
 140.928 Client Enrollment and Program Components (Repealed)  
 140.930 Reimbursement  
 140.932 Payment Authorization for Referrals (Repealed)

## SUBPART H: ILLINOIS COMPETITIVE ACCESS AND REIMBURSEMENT EQUITY (ICARE) PROGRAM

Section  
 140.940 Illinois Competitive Access and Reimbursement Equity (ICARE) Program (Recodified)  
 140.942 Definition of Terms (Recodified)  
 140.944 Notification of Negotiations (Recodified)  
 140.946 Hospital Participation in ICARE Program (Recodified)  
 140.948 Negotiation Procedures (Recodified)  
 140.950 Factors Considered in Awarding ICARE Contracts (Recodified)  
 140.952 Closing an ICARE Area (Recodified)  
 140.954 Administrative Review (Recodified)  
 140.956 Payments to Contracting Hospitals (Recodified)  
 140.958 Admitting and Clinical Privileges (Recodified)  
 140.960 Inpatient Hospital Care or Services by Non-Contracting Hospitals Eligible for Payment (Recodified)  
 140.962 Payment to Hospitals for Inpatient Services or Care not Provided under the ICARE Program (Recodified)  
 140.964 Contract Monitoring (Recodified)  
 140.966 Transfer of Recipients (Recodified)  
 140.968 Validity of Contracts (Recodified)  
 140.970 Termination of ICARE Contracts (Recodified)  
 140.972 Hospital Services Procurement Advisory Board (Recodified)

## DEPARTMENT OF PUBLIC AID

## NOTICE OF PROPOSED AMENDMENTS

TABLE A Medically Recommended Screening Procedures (Repealed)  
 TABLE B Geographic Areas  
 TABLE C Capital Cost Areas  
 TABLE D Schedule of Dental Procedures  
 TABLE E Time Limits for Processing of Prior Approval Requests  
 TABLE F Podiatry Service Schedule  
 TABLE G Travel Distance Standards  
 TABLE H Areas of Major Life Activity  
 TABLE I Staff Time and Allocation for Training Programs (Recodified)  
 TABLE J HSA Grouping (Repealed)  
 TABLE K Services Qualifying for 10% Add-On (Repealed)  
 TABLE L Services Qualifying for 10% Add-On to Surgical Incentive Add-On (Repealed)  
 TABLE M Enhanced Rates for Maternal and Child Health Provider Services

AUTHORITY: Implementing and authorized by Articles III, IV, V, VI and Section 12-13 of the Illinois Public Aid Code [305 ILCS 5/Arts. III, IV, V, VI and 12-13].

SOURCE: Adopted at 3 Ill. Reg. 24, p. 166, effective June 10, 1979; rule repealed and new rule adopted at 6 Ill. Reg. 8374, effective July 6, 1982; emergency amendment at 6 Ill. Reg. 8508, effective July 6, 1982, for a maximum of 150 days; amended at 7 Ill. Reg. 661, effective December 30, 1982; amended at 7 Ill. Reg. 7956, effective July 1, 1983; amended at 7 Ill. Reg. 8306, effective July 1, 1983; amended at 7 Ill. Reg. 8271, effective July 5, 1983; emergency amendment at 7 Ill. Reg. 8354, effective July 5, 1983, for a maximum of 150 days; amended at 7 Ill. Reg. 8540, effective July 5, 1983; amended at 7 Ill. Reg. 9382, effective July 22, 1983; amended at 7 Ill. Reg. 12868, effective September 20, 1983; peremptory amendment at 7 Ill. Reg. 15047, effective October 31, 1983; amended at 7 Ill. Reg. 17358, effective December 21, 1983; amended at 8 Ill. Reg. 254, effective December 21, 1983; emergency amendment at 8 Ill. Reg. 580, effective January 1, 1984, for a maximum of 150 days; codified at 8 Ill. Reg. 2453; amended at 8 Ill. Reg. 3012, effective February 22, 1984; amended at 8 Ill. Reg. 5262, effective April 9, 1984; amended at 8 Ill. Reg. 6785, effective April 27, 1984; amended at 8 Ill. Reg. 6983, effective May 9, 1984; amended at 8 Ill. Reg. 7258, effective May 16, 1984; emergency amendment at 8 Ill. Reg. 7910, effective May 22, 1984, for a maximum of 150 days; amended at 8 Ill. Reg. 7910, effective June 1, 1984; amended at 8 Ill. Reg. 10032, effective June 18, 1984; emergency amendment at 8 Ill. Reg. 10062, effective June 20, 1984, for a maximum of 150 days; amended at 8 Ill. Reg. 13343, effective July 17, 1984; amended at 8 Ill. Reg. 13779, effective July 24, 1984; Sections 140.72 and 140.73 recodified to 89 Ill. Adm. Code 141 at 8 Ill. Reg. 16354; amended (by adding sections being codified with no substantive change) at 8 Ill. Reg. 17899; peremptory amendment at 8 Ill. Reg. 18151, effective September 18, 1984; amended at 8 Ill. Reg. 21629, effective October 19, 1984; peremptory amendment at 8 Ill. Reg. 21677, effective October 24, 1984; amended at 8 Ill. Reg. 22097, effective October 24, 1984; peremptory amendment at 8 Ill. Reg. 22155, effective October 29, 1984;



## DEPARTMENT OF PUBLIC AID

## NOTICE OF PROPOSED AMENDMENTS

effective August 31, 1990; amended at 14 Ill. Reg. 15366, effective September 12, 1990; amended at 14 Ill. Reg. 15981, effective September 21, 1990; amended at 14 Ill. Reg. 17279, effective October 12, 1990; amended at 14 Ill. Reg. 18057, effective October 22, 1990; amended at 14 Ill. Reg. 18508, effective October 30, 1990; amended at 14 Ill. Reg. 18813, effective November 6, 1990; amended at 14 Ill. Reg. 20478, effective December 7, 1990; amended at 14 Ill. Reg. 20729, effective December 12, 1990; amended at 15 Ill. Reg. 298, effective December 28, 1990; emergency amendment at 15 Ill. Reg. 592, effective January 1, 1991, for a maximum of 150 days; amended at 15 Ill. Reg. 1051, effective January 18, 1991; Section 140.569 withdrawn at 15 Ill. Reg. 1174; amended at 15 Ill. Reg. 6220, effective April 18, 1991; amended at 15 Ill. Reg. 6534, effective April 30, 1991; amended at 15 Ill. Reg. 8264, effective May 23, 1991; amended at 15 Ill. Reg. 8972, effective June 17, 1991; amended at 15 Ill. Reg. 10114, effective June 21, 1991; amended at 15 Ill. Reg. 10468, effective July 1, 1991; amended at 15 Ill. Reg. 11176, effective August 1, 1991; emergency amendment at 15 Ill. Reg. 11515, effective July 25, 1991, for a maximum of 150 days; emergency expired December 22, 1991; emergency amendment at 15 Ill. Reg. 12919, effective August 15, 1991, for a maximum of 150 days; emergency expired January 12, 1992; emergency amendment at 15 Ill. Reg. 16366, effective October 22, 1991, for a maximum of 150 days; amended at 15 Ill. Reg. 17318, effective October 22, 1991; amended at 15 Ill. Reg. 17733, effective November 22, 1991; emergency amendment at 16 Ill. Reg. 300, effective December 20, 1991, for a maximum of 150 days; amended at 16 Ill. Reg. 174, effective December 24, 1991; amended at 16 Ill. Reg. 1877, effective January 24, 1992; amended at 16 Ill. Reg. 3552, effective February 28, 1992; amended at 16 Ill. Reg. 4006, effective March 6, 1992; amended at 16 Ill. Reg. 6408, effective March 20, 1992; amended at 16 Ill. Reg. 6849, effective April 7, 1992; amended at 16 Ill. Reg. 7017, effective April 17, 1992; amended at 16 Ill. Reg. 10050, effective June 5, 1992; amended at 16 Ill. Reg. 11174, effective June 26, 1992; expedited correction at 16 Ill. Reg. 11348, effective March 20, 1992; emergency amendment at 16 Ill. Reg. 11947, effective July 10, 1992, for a maximum of 150 days; amended at 16 Ill. Reg. 12186, effective July 24, 1992; emergency amendment at 16 Ill. Reg. 13337, effective August 14, 1992, for a maximum of 150 days; emergency amendment at 16 Ill. Reg. 15109, effective September 21, 1992, for a maximum of 150 days; amended at 16 Ill. Reg. 15561, effective September 30, 1992; amended at 16 Ill. Reg. 18097, effective November 17, 1992, for a maximum of 150 days; amended at 16 Ill. Reg. 19166, effective December 1, 1992; amended at 16 Ill. Reg. 19879, effective December 7, 1992; amended at 17 Ill. Reg. 837, effective January 11, 1993; amended at 17 Ill. Reg. 1112, effective January 15, 1993; amended at 17 Ill. Reg. 2290, effective February 15, 1993; amended at 17 Ill. Reg. 2951, effective February 17, 1993; amended at 17 Ill. Reg. 3421, effective February 19, 1993; amended at 17 Ill. Reg. 6196, effective April 5, 1993; amended at 17 Ill. Reg. 6839, effective April 21, 1993; amended at 17 Ill. Reg. 7004, effective May 17, 1993; expedited correction at 17 Ill. Reg. 7078, effective December 1, 1992; emergency amendment at 17 Ill. Reg. 11201, effective July 1, 1993, for a maximum of 150 days; emergency amendment at 17 Ill. Reg. 15162, effective September 2, 1993, for a maximum of 150 days;

## DEPARTMENT OF PUBLIC AID

## NOTICE OF PROPOSED AMENDMENTS

emergency amendment at 17 Ill. Reg. 18152, effective October 1, 1993, for a maximum of 150 days; amended at 17 Ill. Reg. 18571, effective October 8, 1993; emergency amendment at 17 Ill. Reg. 18611, effective October 1, 1993, for a maximum of 150 days; emergency amendment suspended effective October 12, 1993; repealed at 17 Ill. Reg. 20399, effective November 24, 1993; emergency amendment at 17 Ill. Reg. 22583, effective December 20, 1993; amended at 18 Ill. Reg. 3620, effective February 28, 1994; amended at 18 Ill. Reg. 4250, effective March 4, 1994; amended at 18 Ill. Reg. 5951, effective April 1, 1994; emergency amendment at 18 Ill. Reg. 10922, effective July 1, 1994, for a maximum of 150 days; emergency amendment suspended, effective November 15, 1994; emergency amendment repealed at 19 Ill. Reg. 5839, effective April 4, 1995; amended at 18 Ill. Reg. 11244, effective July 1, 1994; amended at 18 Ill. Reg. 14126, effective August 29, 1994; amended at 18 Ill. Reg. 16675, effective November 1, 1994; amended at 18 Ill. Reg. 18059, effective December 19, 1994; amended at 19 Ill. Reg. 1082, effective January 20, 1995; amended at 19 Ill. Reg. 2933, effective March 1, 1995; emergency amendment at 19 Ill. Reg. 3529, effective March 1, 1995, for a maximum of 150 days; amended at 19 Ill. Reg. 5663, effective April 1, 1995; amended at 19 Ill. Reg. 7919, effective June 5, 1995; emergency amendment at 19 Ill. Reg. 8455, effective June 9, 1995, for a maximum of 150 days; emergency amendment at 19 Ill. Reg. 9297, effective July 1, 1995, for a maximum of 150 days; emergency amendment at 19 Ill. Reg. 10252, effective July 1, 1995, for a maximum of 150 days; amended at 19 Ill. Reg. 13019, effective September 5, 1995; amended at 19 Ill. Reg. 14440, effective September 29, 1995; emergency amendment at 19 Ill. Reg. 14833, effective October 6, 1995, for a maximum of 150 days; amended at 19 Ill. Reg. 15441, effective October 26, 1995; amended at 19 Ill. Reg. 15692, effective November 6, 1995; amended at 19 Ill. Reg. 16577, effective November 28, 1995; amended at 20 Ill. Reg. 1210, effective December 29, 1995; amended at 20 Ill. Reg. 4345, effective March 4, 1996; amended at 20 Ill. Reg. 5858, effective April 5, 1996; amended at 20 Ill. Reg. 6929, effective May 6, 1996; amended at 20 Ill. Reg. 7922, effective May 31, 1996; amended at 20 Ill. Reg. 9081, effective June 28, 1996; emergency amendment at 20 Ill. Reg. 9312, effective July 1, 1996, for a maximum of 150 days; amended at 20 Ill. Reg. 11332, effective August 1, 1996; amended at 20 Ill. Reg. 14845, effective October 31, 1996; for a maximum of 150 days; emergency amendment at 21 Ill. Reg. 3734, effective March 5, 1997, for a maximum of 150 days; amended at 21 Ill. Reg. 4777, effective April 2, 1997; amended at 21 Ill. Reg. 6899, effective May 23, 1997; amended at 21 Ill. Reg. 9763, effective July 15, 1997; amended at 21 Ill. Reg. 11569, effective October 1, 1997, for a maximum of 150 days; amended at 22 Ill. Reg. 1416, effective December 29, 1997; amended at 22 Ill. Reg. 4412, effective February 2, 1998; amended at 22 Ill. Reg. 7024, effective April 1, 1998; amended at 22 Ill. Reg. 10606, effective June 1, 1998; emergency amendment at 22 Ill. Reg. 13117, effective July 1, 1998, for a maximum of 150 days; amended at 22 Ill. Reg. 16302, effective August 28, 1998; amended at 22 Ill. Reg. 18979, effective September 30, 1998; amended at 22 Ill. Reg. 19898, effective October 30, 1998; emergency amendment at 22 Ill. Reg. 22108, effective December 1, 1998, for a maximum of 150 days; emergency expired

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April 29, 1999; amended at 23 Ill. Reg. 5796, effective April 30, 1999; amended at 23 Ill. Reg. 7122, effective June 1, 1999; emergency amendment at 23 Ill. Reg. 8236, effective July 1, 1999, for a maximum of 150 days; amended at 23 Ill. Reg. 9874, effective August 3, 1999; amended at 23 Ill. Reg. 12697, effective October 1, 1999; amended at 23 Ill. Reg. 13646, effective November 1, 1999; amended at 23 Ill. Reg. 14367, effective December 1, 1999; amended at 24 Ill. Reg. 661, effective January 3, 2000; amended at 24 Ill. Reg. 10277, effective July 1, 2000; emergency amendment at 24 Ill. Reg. 10436, effective July 1, 2000, for a maximum of 150 days; amended at 24 Ill. Reg. 15086, effective October 1, 2000; amended at 24 Ill. Reg. 18320, effective December 1, 2000; emergency amendment at 24 Ill. Reg. 19344, effective December 15, 2000, for a maximum of 150 days; amended at 25 Ill. Reg. 3897, effective March 1, 2001; amended at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

## SUBPART F: FEDERAL CLAIMING FOR STATE AND LOCAL GOVERNMENTAL ENTITIES

## MBS&amp;CAP-PARTNERSHIP-PROGRAM

Section 140.850 Reimbursement Description-(Repeated)	Administrative Expenditures	General
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The Department may seek federal reimbursement for expenditures incurred by other State agencies and local government entities that are in support of any program or programs administered by the Department if that agency or entity meets all of the following requirements:

- Executed Agreement  
The Department will only accept, process and submit a claim for federal reimbursement if the claiming State agency has on file with the Department an executed interagency agreement relating to the subject matter for which the claiming State agency is seeking federal reimbursement. A non-State government claiming entity must have an executed intergovernmental agreement on file with the Department in order for the Department to accept, process and submit a claim for federal reimbursement relating to the subject matter for which the claiming non-State government agency is seeking federal reimbursement.
- Cost Allocation Plan  
Claims for federal reimbursement of administrative expenditures must be submitted to the Department in accordance with a cost allocation plan that has been approved by the Department and is acceptable to the appropriate Federal agency.

(Source: Section repealed at 18 Ill. Reg. 18059, effective December 19, 1994; new Section added at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.)

**Section 140.855 Administrative Claim Review and Reconsideration Procedure**  
**Definition-of Terms-(Repeated)**

- The Department may reject all or any portion of a claim for federal

## DEPARTMENT OF PUBLIC AID

## NOTICE OF PROPOSED AMENDMENTS

reimbursement that is not in compliance with State or Federal law, regulation, policy or applicable intergovernmental or interagency agreement. The claiming entity may request an informal review and reconsideration of the Department's decision to reject all or any portion of a claim for federal administrative reimbursement.

- The Department provides the following review procedure by which the State agency or local government entity may seek an informal review and reconsideration of the Department's decision to reject all or any part of a request for federal administrative reimbursement:

- The request for review must be submitted in writing to the Department.
- The request for review must be received by the Department within 30 days after the date of the Department's notice to the claiming entity of a Department adjustment to a claim.
- A request for review from the claiming entity shall include a clear explanation of the reason for the request and documentation supporting the desired correction.
- Review shall be limited to technical errors in calculations related to the cost allocation plan.
- The Department shall notify the claiming entity, in writing, of the results of the review within 30 days after receipt of the claiming entity's request for review.

(Source: Section repealed at 18 Ill. Reg. 18059, effective December 19, 1994; new Section added at 25 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.)

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF ADOPTED AMENDMENT

- 1) Heading of the Part: Pay Plan
- 2) Code Citation: 80 Ill. Adm. Code 310
- 3) Section Numbers: Adopted Action:  
310.APPENDIX A, TABLE AB New
- 4) Statutory Authority: Authorized by Sections 8 and 8a of the Personnel Code [20 ILCS 415/8 and 8a].
- 5) Effective Date of Rulemaking: April 4, 2001
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Does this rulemaking contain incorporations by reference? No
- 8) A copy of the adopted amendment, including any material incorporated by reference, is on file in the agency's principal office and is available for public inspection.
- 9) Notice of Proposal Published in Illinois Register: November 3, 2000, Issue #45, 24 Ill. Reg. 16151
- 10) Has JCAR issued a Statement of Objection to this amendment? No
- 11) Differences between Proposal and final version: None
- 12) Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreements issued by JCAR? Yes
- 13) Will this rulemaking replace an emergency amendment currently in effect? No
- 14) Are there any amendments pending on this Part? Yes

Section Numbers	Adopted Action	Illinois Register Citation
310.290	Amend	24 Ill. Reg. 17384
310.280	Amend	25 Ill. Reg. 811
310.280	Amend	25 Ill. Reg. 1037
310.270	Amend	25 Ill. Reg. 1889
310.280	Amend	25 Ill. Reg. 4316

15) Summary and Purpose of Rulemaking: Section 310, Appendix A, Table AB was added into the Pay Plan for the inclusion of plant Maintenance Engineers which will be represented by the International Union of Operating Engineers, Local #399-Chicago, effective July 1, 2000.

A bargaining unit code VR-007 (voluntary recognition) has been established to move the Plant Maintenance Engineers from the Merit Compensation Plan.

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF ADOPTED AMENDMENT

Employees in these titles will no longer be eligible to receive merit compensation increases. The monthly negotiated rates for the Plant Maintenance Engineer I and II are \$5,260.02 and \$5,510.58, respectively. Employees who are paid a salary in excess of the standard rates as of July 1, 2000 will have their salary increased by the same percentage as the increase in the standard rate of wages. The percentage increase in effect for July 1, 2000 is 3.23%.

- 16) Information and questions regarding this adopted amendment shall be directed to:

Mr. Michael Murphy  
Department of Central Management Services  
Division of Technical Services  
504 William G. Stratton Building  
Springfield, Illinois 62706  
(217) 782-5601

The full text of the adopted amendment begins on the next page:



## DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

## NOTICE OF ADOPTED AMENDMENT

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES  
SUBTITLE B: PERSONNEL RULES, PAY PLANS, AND  
POSITION CLASSIFICATIONS

## CHAPTER I: DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

PART 110  
PAY PLAN

## SUBPART A: NARRATIVE

Section	
310.20	Policy and Responsibilities
310.30	Jurisdiction
310.40	Pay Schedules
310.50	Definitions
310.60	Conversion of Base Salary to Pay Period Units
310.70	Conversion of Base Salary to Daily or Hourly Equivalents
310.80	Increases in Pay
310.90	Decreases in Pay
310.100	Other Pay Provisions
310.110	Implementation of Pay Plan Changes for Fiscal Year 2001
310.120	Interpretation and Application of Pay Plan
310.130	Effective Date
310.140	Reinstitution of Within Grade Salary Increases (Repealed)
310.150	Fiscal Year 1985 Pay Changes in Schedule of Salary Grades, Effective, July 1, 1984 (Repealed)

## SUBPART B: SCHEDULE OF RATES

Section	
310.205	Introduction
310.210	Prevailing Rate
310.220	Negotiated Rate
310.230	Part-time Daily or Hourly Special Services Rate
310.240	Hourly Rate
310.250	Member, Patient and Inmate Rate
310.260	Trainee Rate
310.270	Legislated and Contracted Rate
310.280	Designated Rate
310.290	Out-of-State or Foreign Service Rate
310.300	Educator Schedule for RC-063 and HR-010
310.310	Physician Specialist Rate
310.320	Annual Compensation Ranges for Executive Director and Assistant Executive Director, State Board of Elections
310.330	Excluded Classes Rate (Repealed)

## SUBPART C: MERIT COMPENSATION SYSTEM

## DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

## NOTICE OF ADOPTED AMENDMENT

Section	
310.410	Jurisdiction
310.420	Objectives
310.430	Responsibilities
310.440	Merit Compensation Salary Schedule
310.450	Procedures for Determining Annual Merit Increases
310.455	Intermittent Merit Increase
310.456	Merit Zone (Repealed)
310.460	Other Pay Increases
310.470	Adjustment
310.480	Decreases in Pay
310.490	Other Pay Provisions
310.495	Broad-Band Pay Range Classes
310.500	Definitions
310.510	Conversion of Base Salary to Pay Period Units
310.520	Conversion of Base Salary to Daily or Hourly Equivalents
310.530	Implementation
310.540	Annual Merit Increase Guidechart for Fiscal Year 2001
310.550	Fiscal Year 1985 Pay Changes in Merit Compensation System, effective July 1, 1984 (Repealed)

## APPENDIX A

TABLE A	HR-190 (Department of Central Management Services - State of Illinois Building - SEIU)
TABLE AA	NR-916 (Department of Natural Resources, Teamsters)
TABLE AB	VR-907 (Plant Maintenance Engineers, Operating Engineers)
TABLE B	HR-200 (Department of Labor - Chicago, Illinois - SEIU) (Repealed)
TABLE C	RC-069 (Firefighters, AFSCME) (Repealed)
TABLE D	HR-001 (Teamsters Local #726)
TABLE E	RC-020 (Teamsters Local #330)
TABLE F	RC-019 (Teamsters Local #25)
TABLE G	RC-045 (Automotive Mechanics, IPPE)
TABLE H	RC-006 (Corrections Employees, AFSCME)
TABLE I	RC-009 (Institutional Employees, AFSCME)
TABLE J	RC-014 (Clerical Employees, AFSCME)
TABLE K	RC-023 (Registered Nurses, INA)
TABLE L	RC-008 (Boilermakers)
TABLE M	RC-110 (Conservation Police Lodge)
TABLE N	RC-010 (Professional Legal Unit, AFSCME)
TABLE O	RC-028 (Paraprofessional Human Services Employees, AFSCME)
TABLE P	RC-029 (Paraprofessional Investigatory and Law Enforcement Employees, IPPE)
TABLE Q	RC-033 (Meat Inspectors, IPPE)
TABLE R	RC-042 (Residual Maintenance Workers, AFSCME)
TABLE S	HR-012 (Fair Employment Practices Employees, SEIU)
TABLE T	HR-010 (Teachers of Deaf, IPPE)
TABLE U	HR-010 (Teachers of Deaf, Extracurricular Paid Activities)
TABLE V	CU-500 (Corrections, Meet and Confer Employees)





## DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

## NOTICE OF ADOPTED AMENDMENT

effective November 13, 1990; peremptory amendment at 15 Ill. Reg. 663, effective January 7, 1991; amended at 15 Ill. Reg. 3296, effective February 14, 1991; amended at 15 Ill. Reg. 4401, effective March 11, 1991; peremptory amendment at 15 Ill. Reg. 5100, effective March 20, 1991; peremptory amendment at 15 Ill. Reg. 5465, effective April 2, 1991; emergency amendment at 15 Ill. Reg. 10485, effective July 1, 1991, for a maximum of 150 days; amended at 15 Ill. Reg. 11080, effective July 19, 1991; amended at 15 Ill. Reg. 13080, effective August 21, 1991; amended at 15 Ill. Reg. 14210, effective September 23, 1991; emergency amendment at 16 Ill. Reg. 711, effective December 26, 1991, for a maximum of 150 days; amended at 16 Ill. Reg. 3450, effective February 20, 1992; peremptory amendment at 16 Ill. Reg. 5068, effective March 11, 1992; peremptory amendment at 16 Ill. Reg. 7056, effective April 20, 1992; emergency amendment at 16 Ill. Reg. 8239, effective May 19, 1992, for a maximum of 150 days; amended at 16 Ill. Reg. 8382, effective May 26, 1992; emergency amendment at 16 Ill. Reg. 13950, effective August 19, 1992, for a maximum of 150 days; emergency amendment at 16 Ill. Reg. 14452, effective September 4, 1992, for a maximum of 150 days; amended at 16 Ill. Reg. 238, effective September 23, 1992; peremptory amendment at 17 Ill. Reg. 498, effective December 18, 1992; amended at 17 Ill. Reg. 590, effective January 4, 1993; amended at 17 Ill. Reg. 1819, effective February 2, 1993; amended at 17 Ill. Reg. 6441, effective April 8, 1993; emergency amendment at 17 Ill. Reg. 12900, effective July 22, 1993, for a maximum of 150 days; amended at 17 Ill. Reg. 13409, effective July 29, 1993; emergency amendment at 17 Ill. Reg. 13789, effective August 9, 1993, for a maximum of 150 days; emergency amendment at 17 Ill. Reg. 14666, effective August 26, 1993, for a maximum of 150 days; amended at 17 Ill. Reg. 19103, effective October 25, 1993; emergency amendment at 17 Ill. Reg. 21858, effective December 1, 1993, for a maximum of 150 days; amended at 17 Ill. Reg. 22514, effective December 15, 1993; amended at 18 Ill. Reg. 227, effective December 17, 1993; amended at 18 Ill. Reg. 1107, effective January 18, 1994; amended at 18 Ill. Reg. 5146, effective March 21, 1994; peremptory amendment at 18 Ill. Reg. 9562, effective June 13, 1994; emergency amendment at 18 Ill. Reg. 11299, effective July 1, 1994, for a maximum of 150 days; peremptory amendment at 18 Ill. Reg. 13476, effective August 17, 1994; emergency amendment at 18 Ill. Reg. 14417, effective September 9, 1994, for a maximum of 150 days; amended at 18 Ill. Reg. 16545, effective October 31, 1994; peremptory amendment at 18 Ill. Reg. 16708, effective October 28, 1994; amended at 18 Ill. Reg. 17194, effective November 21, 1994; amended at 19 Ill. Reg. 1024, effective January 24, 1995; peremptory amendment at 19 Ill. Reg. 2481, effective February 17, 1995; peremptory amendment at 19 Ill. Reg. 3073, effective February 17, 1995; amended at 19 Ill. Reg. 3456, effective March 7, 1995; peremptory amendment at 19 Ill. Reg. 5145, effective March 14, 1995; amended at 19 Ill. Reg. 6452, effective May 2, 1995; peremptory amendment at 19 Ill. Reg. 6688, effective May 11, 1995; amended at 19 Ill. Reg. 7841, effective June 1, 1995; amended at 19 Ill. Reg. 8156, effective June 12, 1995; amended at 19 Ill. Reg. 9096, effective June 27, 1995; emergency amendment at 19 Ill. Reg. 11954, effective August 1, 1995, for a maximum of 150 days; peremptory amendment at 19 Ill. Reg. 13979, effective September 19, 1995; peremptory amendment at 19 Ill. Reg. 15103, effective October 12, 1995; amended at 19 Ill. Reg. 16160,

## DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

## NOTICE OF ADOPTED AMENDMENT

effective November 28, 1995; amended at 20 Ill. Reg. 308, effective December 22, 1995; emergency amendment at 20 Ill. Reg. 4060, effective February 27, 1996, for a maximum of 150 days; peremptory amendment at 20 Ill. Reg. 6374, effective April 22, 1996; peremptory amendment at 20 Ill. Reg. 7434, effective May 14, 1996; amended at 20 Ill. Reg. 8301, effective June 11, 1996; amended at 20 Ill. Reg. 8657, effective June 20, 1996; amended at 20 Ill. Reg. 9006, effective June 26, 1996; amended at 20 Ill. Reg. 9925, effective July 10, 1996; emergency amendment at 20 Ill. Reg. 10213, effective July 15, 1996, for a maximum of 150 days; amended at 20 Ill. Reg. 10841, effective August 5, 1996; peremptory amendment at 20 Ill. Reg. 13408, effective September 24, 1996; amended at 20 Ill. Reg. 15018, effective November 7, 1996; peremptory amendment at 20 Ill. Reg. 15092, effective November 7, 1996; emergency amendment at 21 Ill. Reg. 1024, effective January 6, 1997, for a maximum of 150 days; amended at 21 Ill. Reg. 1629, effective January 22, 1997; amended at 21 Ill. Reg. 5144, effective April 15, 1997; amended at 21 Ill. Reg. 6444, effective May 15, 1997; amended at 21 Ill. Reg. 7118, effective June 3, 1997; emergency amendment at 21 Ill. Reg. 10061, effective July 21, 1997, for a maximum of 150 days; emergency amendment at 21 Ill. Reg. 12859, effective September 8, 1997, for a maximum of 150 days; peremptory amendment at 21 Ill. Reg. 14267, effective October 14, 1997; peremptory amendment at 21 Ill. Reg. 14589, effective October 15, 1997; peremptory amendment at 21 Ill. Reg. 15030, effective November 10, 1997; amended at 21 Ill. Reg. 16344, effective December 4, 1997; peremptory amendment at 21 Ill. Reg. 16465, effective December 4, 1997; peremptory amendment at 21 Ill. Reg. 17167, effective December 22, 1997; peremptory amendment at 22 Ill. Reg. 1593, effective December 22, 1997; amended at 22 Ill. Reg. 2580, effective January 14, 1998; peremptory amendment at 22 Ill. Reg. 4326, effective February 13, 1998; peremptory amendment at 22 Ill. Reg. 5108, effective February 26, 1998; peremptory amendment at 22 Ill. Reg. 5749, effective March 3, 1998; amended at 22 Ill. Reg. 6204, effective March 12, 1998; peremptory amendment at 22 Ill. Reg. 7053, effective April 1, 1998; peremptory amendment at 22 Ill. Reg. 7320, effective April 10, 1998; peremptory amendment at 22 Ill. Reg. 7692, effective April 20, 1998; emergency amendment at 22 Ill. Reg. 12607, effective July 2, 1998, for a maximum of 150 days; peremptory amendment at 22 Ill. Reg. 15489, effective August 7, 1998; amended at 22 Ill. Reg. 16159, effective September 30, 1998; peremptory amendment at 22 Ill. Reg. 19105, effective September 30, 1998; peremptory amendment at 22 Ill. Reg. 19943, effective October 27, 1998; peremptory amendment at 22 Ill. Reg. 20406, effective November 5, 1998; peremptory amendment at 22 Ill. Reg. 20361, effective November 23, 1998; amended at 22 Ill. Reg. 20361, effective November 18, 1998; amended at 23 Ill. Reg. 664, effective January 1, 1999; peremptory amendment at 23 Ill. Reg. 730, effective December 29, 1998; emergency amendment at 23 Ill. Reg. 6533, effective May 10, 1999, for a maximum of 150 days; amended at 23 Ill. Reg. 7065, effective June 3, 1999; emergency amendment at 23 Ill. Reg. 8169, effective July 1, 1999, for a maximum of 150 days; amended at 23 Ill. Reg. 11020, effective August 26, 1999; amended at 23 Ill. Reg. 12429, effective September 21, 1999; peremptory amendment at 23 Ill. Reg. 12493, effective September 23, 1999; amended at 23 Ill. Reg. 12604, effective September 24, 1999; amended at 23 Ill. Reg. 13053, effective September 27, 1999; peremptory amendment at 23 Ill. Reg. 13132, effective October 1, 1999; amended at 23 Ill.

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Reg. 13570, effective October 26, 1999; amended at 23 Ill. Reg. 14020, effective November 15, 1999; amended at 24 Ill. Reg. 1025, effective January 7, 2000; peremptory amendment at 24 Ill. Reg. 3399, effective February 3, 2000; amended at 24 Ill. Reg. 3537, effective February 18, 2000; amended at 24 Ill. Reg. 6874, effective April 21, 2000; amended at 24 Ill. Reg. 7956, effective May 23, 2000; emergency amendment at 24 Ill. Reg. 10328, effective July 1, 2000, for a maximum of 150 days; peremptory amendment at 24 Ill. Reg. 10767, effective July 3, 2000; amended at 24 Ill. Reg. 13384, effective August 17, 2000; peremptory amendment at 24 Ill. Reg. 14460, effective September 14, 2000; peremptory amendment at 24 Ill. Reg. 16700, effective October 30, 2000; amended at 24 Ill. Reg. 17600, effective November 16, 2000; peremptory amendment at 24 Ill. Reg. 18058, effective December 4, 2000; peremptory amendment at 24 Ill. Reg. 18444, effective December 1, 2000; amended at 25 Ill. Reg. 811, effective January 4, 2001; amended at 25 Ill. Reg. 2389, effective January 22, 2001; amended at 25 Ill. Reg. 4552, effective March 14, 2001; peremptory amendment at 25 Ill. Reg. 5067, effective March 21, 2001; amended at 25 Ill. Reg. ~~5613~~ **5618**, effective ~~March 21, 2001~~ **July 1, 2000**.

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF ADOPTED AMENDMENT

Section 310 APPENDIX A Negotiated Rates of Pay

Section 310 TABLE AB VR-007 (Plant Maintenance Engineers, Operating Engineers)

Effective July 1, 2000

Title	Standard Rate
Plant Maintenance Engineer I	\$260.02
Plant Maintenance Engineer II	\$510.58

(Source: Added at 25 Ill. Reg. ~~5613~~ **5618**, effective ~~March 21, 2001~~ **July 1, 2000**)

## GUARDIANSHIP AND ADVOCACY COMMISSION

## NOTICE OF ADOPTED AMENDMENTS

- 1) Heading of the Part: Human Rights Authority
- 2) Code Citations: 59 Adm. Code 310
- 3) Section Numbers Adopted Action  
310.30 Amendment
- 4) Statutory Authority: Implementing and authorized by the Guardianship and Advocacy Act [20 ILCS 3955].
- 5) Effective Date of Amendment: May 1, 2001.
- 6) Does this rulemaking contain an automatic appeal date? No
- 7) Does this rulemaking contain incorporations by reference? No
- 8) A copy of the adopted amendment, including any material incorporated by reference, is on file in the agency's principal office and is available for public inspection.
- 9) Notices of Proposal published in the Illinois Register: 24 Ill. Reg. 15345 - October 20, 2000
- 10) Has JCAR issued a Statement of Objection to this amendment? No
- 11) Differences between proposal and final version: There are no differences between the proposal and the final version.
- 12) Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreements issued by JCAR? No changes were necessary.
- 13) Will this amendment replace an emergency amendment currently in effect? No
- 14) Are there any amendments pending on this Part? No

- 15) Summary and Purpose of Amendment: The Guardianship and Advocacy Commission is amending Section 310.30 to clarify the amount of time the regional Human Rights Authority Members may serve if appointed to fill the remainder of another's unexpired term. If the amount of time is 23 months or less, the member may then serve two additional three-year terms.

- 16) Information and questions regarding this adopted amendment shall be directed to:

Teresa J. Parks  
Director, Human Rights Authority  
Illinois Guardianship and Advocacy Commission  
5407 North University, Suite 7  
Peoria, IL 61614-4785

## GUARDIANSHIP AND ADVOCACY COMMISSION

## NOTICE OF ADOPTED AMENDMENTS

The full text of the adopted amendments begins on the next page:

## GUARDIANSHIP AND ADVOCACY COMMISSION

## NOTICE OF ADOPTED AMENDMENTS

TITLE 59: MENTAL HEALTH  
CHAPTER III: GUARDIANSHIP AND ADVOCACY COMMISSIONPART 310  
HUMAN RIGHTS AUTHORITY

Section	Authority and Purpose
310.10	General Provisions
310.20	Membership and Organization
310.30	Meetings
310.40	Complaints
310.50	Investigations
310.60	Recommendations and Findings
310.70	Confidentiality
310.80	Limitations

AUTHORITY: Implementing and authorized by the Guardianship and Advocacy Act [20 ILCS 3955].

SOURCE: Adopted at 5 Ill. Reg. 13223, effective November 13, 1981; codified at 7 Ill. Reg. 12866; amended at 10 Ill. Reg. 7778, effective April 30, 1986; amended at 24 Ill. Reg. 13029, effective August 21, 2000; amended at 25 Ill. Reg. 5628, effective MAY 1/01.

## Section 310.30 Membership and Organization

- a) Membership  
Each regional authority shall consist of 9 nine members appointed by the Commission (Section 14 of the Act).
- b) Duration of Term  
Members of the regional authorities shall serve for a term of 3 three years. No member shall serve for more than 2 two consecutive 3 three year terms. (Section 14 of the Act) After a one-year absence, if a vacancy occurs on a regional authority the Commission may appoint a former member who satisfactorily served prior terms of appointment.
- c) Removal of Member
  - 1) The Commission on its own initiative may remove for incompetence, neglect of duty, or malfeasance in office any member of a regional authority. (Section 14 of the Act)
  - 2) A regional authority shall recommend to the Commission the removal of one of its members if:
    - A) the regional authority has given written notice to the member of its intention to recommend removal and the reason for the removal; and
    - B) the member is given an opportunity at the next regularly scheduled meeting of the authority to explain, either orally or in writing, why a recommendation of removal shall not be

## GUARDIANSHIP AND ADVOCACY COMMISSION

## NOTICE OF ADOPTED AMENDMENTS

- made; and
- c) a majority vote of the regional authority members in attendance and constituting a quorum of the regional authority at a regularly scheduled or special meeting, for good cause shown, votes to recommend the member's removal; and
  - d) a written request for removal is made to the Commission with a statement of the reasons for the removal, together with any explanation offered by the member to the members of the regional authority; a copy of the request shall also be forwarded to the member.
  - 3) A member who misses 3 three consecutive meetings shall be notified by the regional authority that failure to attend the next meeting, unless for reasons beyond the member's control, shall result in a request for the member's removal.
  - d) Vacancies in regional authorities shall be filled within 60 days after declaration of the vacancy in the same manner as original appointments (Section 14 of the Act). A person appointed to fill a vacancy shall serve for the remainder of the unexpired term. If the remainder of the unexpired term is less than 23 months 2-years, the person shall be eligible for 2 additional 3 year terms.
  - e) Compensation of the regional authorities shall serve without compensation but shall be reimbursed for actual expenses incurred in the performance of their duties (Section 14 of the Act) in accordance with 80 Ill. Adm. Code 2800.
  - f) Officers  
At its annual June meeting each regional authority shall elect a chairperson, vice-chairperson, secretary and any other officers it deems necessary. Should circumstances arise to prevent holding the annual meeting in June, the annual meeting shall become the next immediate meeting held by the regional authority.
  - g) Committees  
A regional authority may establish such committees as it deems necessary to achieve its stated purpose.

(Source: Amended at 25 Ill. Reg. 5628, effective MAY 1/01)

STATE EMPLOYEES' RETIREMENT SYSTEM OF ILLINOIS

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by a QILDRO, termination of a QILDRO, member's consent to a QILDRO, automatic increases with a QILDRO and providing Benefit information for divorce purposes are defined in this rulemaking.

- 16) Information and questions regarding this adopted amendment shall be directed to:

Michael L. Morv, Executive Secretary  
State Employees' Retirement System of Illinois  
P.O. Box 19255 - 2101 South Veterans Parkway  
Springfield, Illinois 62794-9255  
1-217-783-7444

The full text of the adopted amendment begins on the next page:

STATE EMPLOYEES' RETIREMENT SYSTEM OF ILLINOIS

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- 1) Heading of the Part: The Administration and Operation of the State Employees' Retirement System of Illinois

- 2) Code Citation: 80 Ill. Adm. Code 1540

- 3) Section Numbers: Adopted Action:  
1540.350 New Section

- 4) Statutory Authority: 40 ILCS 5/14-135.03

- 5) Effective Date of amendment: April 4, 2001

- 6) Does this rulemaking contain an automatic repeal date? No

- 7) Does this amendment contain incorporations by reference? No

- 8) A copy of the adopted amendment, including any material incorporated by reference, is on file in the agency's principal office and is available for public inspection.

- 9) Notice of Proposal Published in Illinois Register: 25 Ill Reg 55 - 01/05/01

- 10) Has JCRR issued a Statement of Objection to the amendment? No

- 11) Differences between proposal and final version: Every time the word "alternative" appears in Section 1540.350, it has been changed to "alternate" with the exception of the two times "alternative" appears in 1540.350(a)(7)(B). This change reflects the wording of the statute.

In Section 1540.350(i)(2), between "System" and "as", inserted "(Including judicial district and county, case number and caption, member's name and SSN, alternate payee's name and SSN, member's signature and date)".

- 12) Have all the changes agreed upon by the agency and JCRR been made as indicated in the agreement letter issued by JCRR? Yes

- 13) Will this amendment replace an emergency rulemaking currently in effect? No

- 14) Are there any amendments pending on the Part? No

- 15) Summary and Purpose of Amendment: On July 1, 1999, Public Act 90-731 provided for the Qualified Illinois Domestic Relations Order. This amendment is being adopted to provide guidance and direction to State Employees' Retirement System members and their legal representatives for the administration of P.A. 90-731. Definitions of terms, filing procedures and requirements, error corrections, required documents, benefits affected



## STATE EMPLOYEES' RETIREMENT SYSTEM OF ILLINOIS

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TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES  
SUBTITLE D: RETIREMENT SYSTEMS

## CHAPTER I: STATE EMPLOYEES' RETIREMENT SYSTEM OF ILLINOIS

## PART 1540

THE ADMINISTRATION AND OPERATION OF THE  
STATE EMPLOYEES' RETIREMENT SYSTEM OF ILLINOIS

Section	
1540.5	Introduction
1540.10	Appointment of Retirement System Coordinator
1540.20	Member's Contribution and Service Credit
1540.30	Determination of Rate of Compensation
1540.40	Prior Service Credit
1540.45	Credit for Service for Which Contributions are Permitted
1540.50	Severance of Employment - A Contribution to the Payment of a Refund or Retirement Annuity
1540.70	Death Benefits
1540.80	Disability Claims
1540.90	Benefit Offset
1540.100	Birth Date Verification
1540.110	Marriage Verification
1540.120	Level Income Option
1540.130	Pension Credit for Unused Sick Leave
1540.140	Removal of Children from Care of Surviving Spouse
1540.150	Proof of Dependency
1540.160	Investigations of Benefit Recipients
1540.170	Interest on Member Contributions
1540.180	Date of Application - Retirement Annuity, Occupational and Nonoccupational and Temporary Disability Benefits, and Resignation Refund Payments
1540.190	Lump Sum Salary Payments
1540.200	Removal from the Payroll
1540.210	Latest Date of Membership
1540.220	Period for Payment and Amount of Payment of Contributions
1540.230	Contributions By the State (Repealed)
1540.240	Actuarially Funded Basis (Repealed)
1540.250	Payments to Establish Credit for Service for Which Contributions are Permitted
1540.255	Pick-up Option for Optional Service Contributions
1540.260	Contributions and Service Credit During Nonwork Periods
1540.270	Written Appeals and Hearings
1540.280	Availability for Public Inspection (Recodified)
1540.290	Procedure for Submission, Consideration and Disposition of Petitions Seeking the Promulgation, Amendment or Repeal of these Rules and Regulations (Recodified)
1540.300	Organization of the State Employees' Retirement System (Recodified)
1540.310	Amendments

## STATE EMPLOYEES' RETIREMENT SYSTEM OF ILLINOIS

## NOTICE OF ADOPTED AMENDMENTS

1540.320	Optional Forms of Benefits - Basis of Computation
1540.330	Board Elections
1540.340	Excess Benefit Arrangement
1540.350	Qualified Illinois Domestic Relations Orders (QILDRO)

TABLE A Optional Forms of Benefits - Basis of Computation

AUTHORITY: Implementing and authorized by Article 14 of the Illinois Pension Code [40 ILCS 5/Art. 14].

SOURCE: Filed December 20, 1977, effective December 31, 1977; filed and effective February 28, 1978; emergency rule at 4 Ill. Reg. 2, page 246, effective January 1, 1980; amended at 4 Ill. Reg. 12, pages 530, 532, 534, effective March 11, 1980; emergency rule at 4 Ill. Reg. 46, page 1300, effective November 1, 1980; amended at 5 Ill. Reg. 3454, effective March 19, 1981; amended at 5 Ill. Reg. 7225, effective July 1, 1981; amended at 5 Ill. Reg. 12846, effective October 30, 1981; amended at 6 Ill. Reg. 2114, effective January 29, 1982; amended at 6 Ill. Reg. 5505, effective April 16, 1982; codified at 6 Ill. Reg. 10935; emergency amendment at 6 Ill. Reg. 11084, effective August 31, 1982; for a maximum of 150 days; amended at 7 Ill. Reg. 677, effective December 30, 1982; amended at 7 Ill. Reg. 8831, effective July 15, 1983; emergency amendment at 8 Ill. Reg. 359, effective January 1, 1984, for a maximum of 150 days; amended at 8 Ill. Reg. 4144, effective March 26, 1984; Sections 1540.280, 1540.290 and 1540.300 recodified to 2 Ill. Adm. Code 2375 at 8 Ill. Reg. 15902; amended at 9 Ill. Reg. 12375, effective July 30, 1985; emergency amendment at 9 Ill. Reg. 19752, effective December 5, 1985, for a maximum of 150 days; amended at 10 Ill. Reg. 8889, effective May 14, 1986; amended at 11 Ill. Reg. 11155, effective June 15, 1987; amended at 14 Ill. Reg. 10498, effective June 19, 1990; amended at 15 Ill. Reg. 7179, effective April 26, 1991; amended at 16 Ill. Reg. 14407, effective September 4, 1992; amended at 20 Ill. Reg. 8033, effective June 15, 1996; emergency amendment at 21 Ill. Reg. 476, effective January 1, 1997, for a maximum of 150 days; amended at 21 Ill. Reg. 4992, effective April 1, 1997; emergency amendment at 21 Ill. Reg. 13187, effective September 15, 1997, for a maximum of 150 days; amended at 22 Ill. Reg. 967, effective December 22, 1997; amended at 22 Ill. Reg. 15363, effective August 10, 1998; amended at 23 Ill. Reg. 3824, effective March 9, 1999; amended at 23 Ill. Reg. 11313, effective September 1, 1999; amended at 24 Ill. Reg. 6975, effective April 20, 2000; amended at 24 Ill. Reg. 18090, effective December 1, 2000; amended at 25 Ill. Reg. 5632, effective APR 1 2001.

## Section 1540.350 Qualified Illinois Domestic Relations Orders (QILDRO)

## a) Definitions

- 1) The definitions in Section 1-119(a) of the Illinois Pension Code [the Act] [40 ILCS 5/1-119(a)(2)] shall apply to this Section.
- 2) The phrase "death benefit" in Section 1-119(a)(2) of the Act [40 ILCS 5/1-119(a)(2)] includes a lump sum payment described in

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- Sections 14-116, 14-117 and 14-128 of the Act.
- 3) The phrase "member's refund" in Section 1-119(a)(5) of the Act [40 ILCS 5/1-119(a)(5)] does not include an error refund as defined in subsection (a)(4) of this Section.
  - 4) The phrase "error refund" as used in this Section includes:
    - A) a refund paid to a member as the result of an error in a payment to the System;
    - B) an interest rebater; or
    - C) a refund paid to a member as the result of the member's failing to complete the required contributions necessary to purchase or restate service credit.
  - 5) The phrase "disability benefit" in Section 1-119(a)(3) of the Act [40 ILCS 5/1-119(a)(3)] includes:
    - A) an occupational disability benefit under Section 14-123 of the Act [40 ILCS 5/14-123];
    - B) a temporary disability benefit under Section 14-123.1 of the Act [40 ILCS 5/14-123.1]; or
    - C) a nonoccupational disability benefit under Section 14-124 of the Act [40 ILCS 5/14-124].
  - 6) The phrase "member's retirement benefit" as used in this Section means the total amount of the retirement benefit as defined in Section 1-119(a)(8) of the Act [40 ILCS 5/1-119(a)(8)] that would be payable to the member in the absence of a QILDRO.
  - 7) The phrase "partial member's refund" as used in this Section includes:
    - A) a refund of widow/survivor benefit contributions;
    - B) a refund of alternative formula contributions as a result of the member not completing sufficient service to qualify for the alternative formula retirement benefit; or
    - C) a refund of early retirement contributions.
  - b) Requirements for a Valid Qualified Illinois Domestic Relations Order
 

The System will accept a court order as a valid Qualified Illinois Domestic Relations Order, or QILDRO, that meets all of the following requirements:

    - 1) The order must be accompanied by a \$50 non-refundable processing fee, by check payable to the State Employees' Retirement System.
    - 2) If the order applies to a person who became a member of the System before July 1, 1999, the order must be accompanied by the original Consent to Issuance of QILDRO signed by the member.
    - 3) The order must be a certified copy of an original order dated on or after July 1, 1999.
    - 4) The order must have been issued by an Illinois court of competent jurisdiction in a proceeding for declaration of invalidity of marriage, legal separation, or dissolution of marriage that provides for the distribution of property, or any proceeding to amend or enforce such a property distribution.
    - 5) The order must contain the name, residence address, and Social Security number of the member.

## STATE EMPLOYEES' RETIREMENT SYSTEM OF ILLINOIS

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- 6) The order must contain the name, residence address, and Social Security number of the alternate payee.
- 7) The order must identify the State Employees' Retirement System as the retirement system to which it is directed.
- 8) The order must express any amount to be paid to the alternate payee from a member's retirement benefit as a dollar amount per month.
- 9) The order must express any amount to be paid to the alternate payee from a member's refund or partial refund as a dollar amount.
- 10) The order must not contain formulas or percentages.
- 11) The order must apply only to benefits that are statutorily subject to QILDROS as provided in Section 1-119(b)(1) of the Act [40 ILCS 5/1-119(b)(1)].
- 12) The order and, if applicable, the Consent to Issuance of QILDRO must be in the form adopted by the System as of the date the order is received.
- 13) No language may be added to, or omitted from, the QILDRO form of the consent form adopted by the System.
- c) Curing Minor Deficiencies
  - 1) An order containing one or more of the deficiencies enumerated in subsection (c)(2) of this Section may be corrected and resubmitted within 60 days after the date the System sends notice of the deficiency or deficiencies. Such 60-day period is referred to in this Section as the cure period.
  - 2) Only the following deficiencies may be corrected during the cure period:
    - A) The order is not accompanied by a \$50 non-refundable processing fee, by check payable to the State Employees' Retirement System.
    - B) The order applies to a person who became a member of the System before July 1, 1999, and is not accompanied by the original Consent to Issuance of QILDRO signed by the member.
    - C) The consent form accompanying the order is not in the form adopted by the System.
    - D) The order is not a certified copy of the original.
    - E) The order omits or inaccurately states the member's name, address, or Social Security number.
    - F) The order omits or inaccurately states the alternate payee's name, address, or Social Security number.
    - G) Any other deficiency determined by the System, in its sole discretion, to be of a minor nature.
  - 3) If the System receives an order containing one or more deficiencies identified in subsection (c)(2) of this Section, and the order applies to a member who is currently receiving a monthly benefit payment or has a refund application pending, the System will hold the portion of the member's retirement benefit or refund that would be payable to the alternate payee if the

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QILDRO were valid, until one of the following occurs:

- A) The System determines that all deficiencies have been corrected during the cure period; or
- B) The cure period expires and one or more deficiencies have not been corrected.
- 4) If the System determines that all deficiencies have been corrected during the cure period, the QILDRO will be deemed received as of the date the original order was received.
- 5) If the cure period expires and the System determines that one or more deficiencies have not been corrected, the order will be deemed invalid, and any amounts held during the cure period will be paid to the member payee.

## d) Required Form

- 1) A QILDRO must be in the form adopted by the System as of the date that the QILDRO is received. The required QILDRO form is available from the System upon request.
- 2) A QILDRO that is not in the form adopted by the System is invalid.
- 3) A Consent to Issuance of QILDRO must be in the form adopted by the System as of the date that the QILDRO is received. The required consent form is available from the System upon request.
- 4) A consent form that is not in the form adopted by the System is invalid.

## e) Filing a QILDRO with the System

- 1) A QILDRO should be sent to the System's Springfield Office/Claims Division, accompanied by the consent form, if applicable, and the \$50 non-refundable processing fee.
- 2) A QILDRO will be deemed received by the System on the date that it is received in the System's Springfield Office/Claims Division.
- 3) Within 30 calendar days after receipt of a QILDRO, the System will review the order and notify the member and each alternate payee by first class mail that it has received the order, and whether the order is a valid QILDRO. If the System determines that the order is not a valid QILDRO, the notice will specify the reason or reasons.
- 4) A QILDRO that has been modified by the issuing court should be submitted in the same manner as the original QILDRO. A separate \$50 non-refundable processing fee is required for each modified QILDRO.

## f) Benefits Affected by a QILDRO

- 1) A QILDRO may apply only to the following benefits administered by the System:
  - A) a monthly retirement benefit;
  - B) a member's termination refund; and
  - C) a member's partial refund.
- 2) If a QILDRO specifies a dollar amount payable to an alternate payee from any partial member's refund that becomes payable, the

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aggregate amount paid to the alternate payee from all partial member's refunds shall not exceed the dollar amount specified in the QILDRO.

- 3) A QILDRO shall not apply to any of the following:
  - A) a death benefit;
  - B) a reversionary annuity that becomes payable following the death of the member;
  - C) a survivor benefit;
  - D) an disability benefit;
  - E) an error refund; and
  - F) any other benefit paid under Article 14 (40 ILCS 5/Art. 14)

- 4) If the space provided on the QILDRO form for the dollar amount the alternate payee is to receive from the member's retirement benefit, member's refund or partial member's refund is left blank, then the alternate payee will receive no portion of the benefit or refund for which the space is left blank.
- 5) Effect of a Valid QILDRO
  - 1) After the System has determined that a QILDRO applying to periodic benefits is valid, one of the following will occur:
    - A) If the member has not yet started receiving benefits, the QILDRO will be placed in the member's file and will be implemented when the first affected benefit payment commences; or
    - B) If the member is already receiving benefits subject to the QILDRO, payment to the alternate payee will begin with the first payment to the member occurring at least 30 days after the QILDRO was received.
  - 2) After the System has determined that a QILDRO applicable to a member's refund or partial member's refund is valid, one of the following will occur:
    - A) If the member has not applied for a refund the QILDRO will be placed in the member's file and will be implemented when payment of the affected refund is made;
    - B) If a refund application is pending when the System receives a QILDRO that purports to apply to the refund but the refund payment has not yet been vouchered, the System will hold the portion of the refund that would be payable to the alternate payee until it receives clarification from the court as to whether the QILDRO is effective against that pending refund. It is the member's or alternate payee's responsibility to obtain such clarification from the court and to notify the System of the court's clarification; or
    - C) If a refund payment has already been vouchered when the System receives a QILDRO that purports to apply to the refund, the QILDRO shall not be effective against that refund.

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- 3) "vouchered" as used in subsection (g)(2) of this Section means that the voucher has been signed and dated, even though the warrant has not been issued by the Office of the State Comptroller.

## b) Termination of QILDRO

The System will consider a QILDRO as having been terminated in any of the following situations:

- 1) Upon receipt of a certified copy of a court order terminating the QILDRO;
  - 2) Upon payment of all amounts provided for in the QILDRO; or
  - 3) When the person to whom the QILDRO applies ceases to be a member or annuitant of the System.
- 4) QILDROs Against Persons Who Became Members Prior to July 1, 1999
- 1) A QILDRO that applies to a person who became a member of the System prior to July 1, 1999, must be accompanied by the original Consent to Issuance of QILDRO signed by the member. If the original is unavailable, a certified copy of the consent form filed with the court that issued the QILDRO is acceptable in lieu of the original.
- 2) The Consent to Issuance of QILDRO must be in the form adopted by the System (including judicial district and county, case number and caption, member's name and SSN, alternate payee's name and SSN, member's signature and date) as of the date the QILDRO is received. The required consent form is available from the System upon request. A consent form that is not in the form adopted by the System is invalid.
- 3) In accordance with Section 1-119(m)(1) of the Act [40 ILCS 5/1-119(m)(1)], a consent form must be signed by the member to whom the QILDRO applies. A consent form signed by a judge in lieu of the member is invalid.

## j) Alternate Payee's Address

- 1) An alternate payee is responsible to report to the System in writing each change in his or her name and residence address.
- 2) When a member's retirement benefit or refund subject to a QILDRO becomes payable, the System will send notice to the last address of the alternate payee reported to the System that the benefit or refund is payable. Other than sending such notice, the System shall have no duty to take any other action to locate an alternate payee.
- 3) The 180-day period during which the System will hold the retirement benefit or refund as provided in Section 1-119(e)(2) of the Act [40 ILCS 5/1-119(e)(2)] begins on the date that the notice described in subsection (j)(2) of this Section is sent to the last address of the alternate payee reported to the System, or on the date that the retirement benefit or refund becomes payable, whichever is later.

## k) Electing Form of Payment

- 1) A member's election either to receive or forego a proportional

## STATE EMPLOYERS' RETIREMENT SYSTEM OF ILLINOIS

## NOTICE OF ADOPTED AMENDMENTS

annuity under the Retirement Systems Reciprocal Act [40 ILCS 5/20] is not a prohibited election under Section 1-119(j)(1) of the Act [40 ILCS 5/1-119(j)(1)].

- 2) A member's election to take a refund is not a prohibited election under Section 1-119(j)(1) of the Act.

- 3) A member's election of a form of payment of annuity that reduces the member's total benefit, while still allowing full payment to the alternate payee under a QILDRO at the date of the election, is not a prohibited election under Section 1-119(j)(1) of the Act.

## l) Automatic Annual Increases

- 1) The alternate payee will or will not receive a proportionate share of any automatic annual increase in the member's retirement benefit under Section 1-114 of the Act [40 ILCS 5/1-114], according to the designation in the QILDRO. If the QILDRO fails to designate whether the alternate payee is intended to receive a proportionate share of the automatic annual increase, then the System will presume that the alternate payee is not entitled to a proportionate share of the automatic annual increase in the member's share.
  - 2) The initial increase in the amount due the alternate payee under the QILDRO is payable with the next succeeding increase due the member after the date the QILDRO first took effect.
  - 3) The System will calculate the amount of any increase payable to the alternate payee under the QILDRO.
  - 4) The amount of any increase payable to the alternate payee is the percentage of increase due the member under Sections 1-114 or 1-115 of the Act [ILCS 5/1-114, 1-115], multiplied by the alternate payee's monthly benefit as of the date of the increase.
- m) Providing Benefit Information for Divorce Purposes
- 1) Within 45 days after receiving a subpoena or request from a member, the System will provide a statement for divorce purposes regarding the amount of a member's retirement benefit based on the most current information on file with the System.
  - 2) Information provided by the System for divorce purposes does not include the amount of a member's retirement benefit for which no information is yet on file with the System.
  - 3) Information provided by the System for divorce purposes does not reflect an actuarial opinion as to the present value of a member's retirement benefit, refund, or other interests.
  - 4) Except as otherwise indicated by the System in a statement regarding a member's benefits, information provided by the System for divorce purposes reflects the member's total service credit for which service credit in the System has accrued, and is not isolated as to the marital period only.
  - 5) The System does not calculate the amount of a member's retirement benefit or refund that would be payable to a former spouse pursuant to a divorce decree or dissolution judgment.

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- 6) While the System makes every effort to provide accurate information for divorce purposes, benefit estimates are by their nature approximate and subject to revision due to errors, omissions, erroneous assumptions, or future changes in the rules and laws governing the System.
- 7) The System does not disclose information for divorce purposes to spouses, former spouses, relatives, or other third parties including the member's attorney, except in response to the member's written authorization to release such information, or in response to a subpoena.

(Source: Added at 25 Ill. Reg. 5632, effective 1/1/94)

DEPARTMENT OF TRANSPORTATION

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- 1) Heading of the Part: Airport Land Loan Program

Code Citation: 92 Ill. Adm. Code 15

Section Numbers:

15.10	Adopted Action:
15.20	New Section
15.30	New Section
15.40	New Section
15.50	New Section
15.60	New Section
15.70	New Section
15.80	New Section
15.90	New Section

- 4) Statutory Authority: Implementing and authorized by Section 34b of the Illinois Aeronautics Act [620 ILCS 5/34b].

Effective Date of Rules: April 4, 2001

- 5) Does this rulemaking contain an automatic repeal date? No

Does this rule contain incorporations by reference? No

- 8) A copy of the adopted rule, including any material incorporated by reference, is on file in the agency's principal office and is available for public inspection.

- 9) Notice of Proposal Published in Illinois Register: December 29, 2000, 24 Ill. Reg. 19041

- 10) Has JCAR issued a Statement of Objections to these rules? No

- 11) Differences between proposal and final version: Various grammatical and technical changes were made throughout the Part.

At Section 15.50, second sentence, the Department changed "applicant" to "Owner."

At Section 15.70, the Department added the following new subsection.

"g) If a loan application is accepted, the Owner must do, and bear the cost of the following:

- 1) provide an appraisal of the property by an appraiser listed on the Department's list of approved appraisers (information regarding the list of approved appraisers can be obtained by



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contacting the land acquisition section of the Division of Aeronautics at (217) 785-8514;

- 2) secure a title insurance policy for the purchase price of the parcel that is the subject of the loan; and
- 3) file the Notice of Lien with the county recorder for the county in which the subject property is located.<sup>94</sup>

At Section 15.80(a), the Department corrected the references to pertinent Sections in the rule.

At Section 15.80(b), the Department revised the subsection to say: "The period of loan payments shall be annual and the annual payment will be due on the anniversary of the date the loan was received by the Owner unless, by mutual agreement, a period of less than one year is chosen."

At Section 15.90, the Department corrected the references to Section 15.70(c) by changing them to Section 15.80(b).

- 12) Have all the changes agreed upon by the Agency and JCAR been made as indicated in the agreements issued by JCAR? Yes

- 13) Will this rule replace an emergency rule currently in effect? No

- 14) Are there any amendments pending on this Part? No

- 15) Summary and Purpose of Rules: By this Notice, the Department has established, pursuant to Section 34b of the Illinois Aeronautics Act [620 ICS 5/34b], the Airport Land Loan Program (this Part). This Part will provide the opportunity for Illinois Airport Sponsors to obtain low interest loans to purchase real estate necessary to protect and improve airport facilities. The rule sets out, among other things, eligibility requirements and conditions for obtaining a loan as well as procedures for repayment of the loan and for notification and renegotiations of the loan payment in the event of a default. The Airport Land Loan Program will promote aviation and aviation safety in Illinois.

- 16) Information and questions regarding this adopted rule shall be directed to:

Mr. James V. Bildilli  
Chief, Bureau of Airport Engineering  
Illinois Department of Transportation  
Division of Aeronautics  
#1 Langhorne Bond Drive  
Springfield, Illinois 62707-8415  
(217) 785-8514

## DEPARTMENT OF TRANSPORTATION

## NOTICE OF ADOPTED RULES

The full text of the adopted rules begins on the next page:



## DEPARTMENT OF TRANSPORTATION

## NOTICE OF ADOPTED RULES

TITLE 92: TRANSPORTATION  
CHAPTER 1: DEPARTMENT OF TRANSPORTATION  
SUBCHAPTER b: AERONAUTICSPART 15  
AIRPORT LAND LOAN PROGRAM

## Section

- 15.10 Purpose
- 15.20 Definitions
- 15.30 Airport Eligibility
- 15.40 Eligible Property
- 15.50 Application Procedure
- 15.60 Evaluating and Prioritizing Loan Applications
- 15.70 Conditions of Loan
- 15.80 Repayment Requirements
- 15.90 Default

AUTHORITY: Implementing and authorized by Section 34b of the Illinois Aeronautics Act [620 ILCS 5/34b].

SOURCE: Adopted at 25 Ill. Reg. 5643, effective \_\_\_\_\_.

## Section 15.10 Purpose

This Part establishes the requirements and procedures to be followed when the Illinois Department of Transportation, Division of Aeronautics, lends money to public airport owners from the Airport Land Loan Revolving Fund for the purpose of acquiring real estate interests needed to improve publicly owned airports or to protect the public's interest in, and safety at, such airports. [620 ILCS 5/34b(a)]

## Section 15.20 Definitions

As used in this Part:

"Act" means the Illinois Aeronautics Act [620 ILCS 5/34b].

"Airport Land Loan Revolving Fund" is a special State fund, created pursuant to Section 8.36 of the State Finance Act [30 ILCS 105/8.36], in the State Treasury from which appropriations for loans to public airport owners may be made by the Department of Transportation pursuant to Section 34b of the Illinois Aeronautics Act [620 ILCS 5/34b].

"Airport Layout Plan (ALP)" means a schematic showing the size and location of all runways, taxiways, and other pertinent features of a

## DEPARTMENT OF TRANSPORTATION

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publicly owned airport that may affect the movement of aircraft. An airport layout plan is developed according to the Federal Aviation Administration's (the FAA's) Advisory Circular 150/5300-13, "Airport Design Manual" and must be approved by the Department.

"Department" means the Illinois Department of Transportation.

"Division" means the Illinois Department of Transportation, Division of Aeronautics.

"FAA" means the United States Department of Transportation, Federal Aviation Administration.

"Part" means the regulations contained in this document promulgated to implement the Airport Land Loan Program and located at 92 Ill. Adm. Code 15.

"Property" means the interest in real estate that is to be purchased, in whole or in part, with money borrowed under this Part. This term includes property interests less than fee simple ownership, such as easements.

"Public Airport Owner (the Owner)" means an agency or political subdivision of the State of Illinois that owns and operates a public airport. This term may include, but is not necessarily limited to, counties, municipalities, park districts, airport authorities, universities, and port districts.

## Section 15.30 Airport Eligibility

The Department may make a loan to an Owner subject to the following conditions and in compliance with this Part:

- a) the airport must be publicly owned;
- b) the airport must have been in operation as of January 1, 1999 (Section 34b(a)(1) of the Act);
- c) the Owner must have current height restrictive zoning for the public airport (see 620 ILCS 25 and 30);
- d) the airport does not provide scheduled commercial air service in counties greater than 5,000,000 population (Section 34b(a)(2) of the Act);
- e) the Owner does not have an outstanding, unpaid loan under this Part.

## Section 15.40 Eligible Property

Only property meeting the following conditions will be eligible for purchase with funds loaned under this Part.

- a) The property must be shown on the ALP.
- b) The property must not have significant environmental problems or

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liabilities as determined by the Department. Environmental problems or liabilities are considered significant if the cost of remedying such conditions exceeds 40% of the value of the property. If federal reimbursement is to be sought, the Owner must comply with the National Environmental Policy Act of 1969 (42 USC 4321 - 4347) as well as with all pertinent federal and State regulations and directives related to environmental impacts. Even if no federal reimbursement is anticipated, the Department must be fully advised of environmental conditions, prior to closing, by a formal statement from an environmental professional approved by the Department. The cost of this environmental statement is eligible to be included in the loan amount.

- c) The property to be acquired must be part of a planned airport improvement or real estate acquisition project. The property shall be capable of being used and developed, for airport purposes, in substantial compliance with State and federal laws.

## Section 15.50 Application Procedure

Applications for loans under this Part shall be made in writing on forms that are approved by the Department. Evidence must be provided with the application that the governing body of the Owner has approved the loan request. An example of such evidence would be a certified resolution by the governing body of the Owner. Application forms are available upon request by contacting the Chief of Airport Engineering, Division of Aeronautics, #1 Langhorne Bond Drive, Springfield, Illinois 62707-8415, 217-785-8514, Fax # 217-785-4533; or at [aero@nt.dot.state.il.us](mailto:aero@nt.dot.state.il.us).

## Section 15.60 Evaluating and Prioritizing Loan Applications

- a) Real estate loan applications will be prioritized using the same Federal and State criteria used to establish the annual Airport Improvement Program. This criteria includes guidance found in Federal Aviation Administration Order 5100.39A (August 22, 2000). Categories used to evaluate and prioritize the loan applications include but are not limited to the following:
  - 1) safety/security;
  - 2) regulatory requirement (lighting, marking, visual guidance systems, etc.);
  - 3) reconstruction/rehabilitation (preservation, repairs, restoration of airside service area);
  - 4) environmental (part 150 noise, EIS);
  - 5) planning;
  - 6) capacity; and
  - 7) FAA design standards.
- b) Application submittal periods are as follows:
  - 1) the first working day in January through the last working day in March;

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- 2) the first working day in April through the last working day in June;
- 3) the first working day in July through the last working day in September; and
- 4) the first working day in October through the last working day in December.
  - a) Applications will be held until the end of the period in which they are received and will not be acted on until that period is over. This provision will avoid confusion associated with a first-in-time/first-in-right approval method. All timely submitted loan applications will be evaluated and prioritized solely on the criteria set forth in subsection (a).
  - b) The Division will review the application and notify the Owner in writing of the status of the application within 30 calendar days after the end of each period. The notification will inform the Owner of approval or of the need for additional information necessary for loan approval. The Owner will have 30 calendar days after receipt of written notification from the Division to provide additional information. If the Owner fails to satisfy the Division's request for additional information, the application will be held until the next period unless the Owner or airport does part to make deposits into the State of the tax-exempt fund, nor interest on such bonds. In no event shall less than 2 percent be charged. (Section 34b(b)(1) of the Act)
  - c) The term of any loan shall not exceed five years, but it may be for less by mutual agreement. (Section 34b(b)(2) of the Act)
  - c) The loan shall be secured with the property purchased, in whole or in part, with the loan. The property shall be collateral for the loan.

## Section 15.70 Conditions of Loan

Loans under this Part may only be issued pursuant to a binding, written agreement that contains the following conditions and requirements.

- a) The annual rate of interest shall be the lesser of either 2 percent below the Prime Rate charged by banks, as published by the Federal Reserve Board, in effect at the time the Department approves the loan, or a rate determined by the Department, after consultation with the Bureau of the Budget, that will not adversely affect the tax-exempt status of interest on the bonds of the State issued in whole or in part to make deposits into the State of the tax-exempt fund, nor interest on such bonds. In no event shall less than 2 percent be charged. (Section 34b(b)(1) of the Act)
- b) The term of any loan shall not exceed five years, but it may be for less by mutual agreement. (Section 34b(b)(2) of the Act)
- c) The loan shall be secured with the property purchased, in whole or in part, with the loan. The property shall be collateral for the loan.

## DEPARTMENT OF TRANSPORTATION

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*The Owner shall assign a first priority interest in the property to the State and shall cooperate with the Department to record the Department's interest in the property. (Section 34b(b)(5) of the Act)*

d) No funds may be transferred to an Owner under this Part until the Department's interest in the property is secured as outlined in subsection (c) of this Section.

e) If federal reimbursement will be requested for the real estate interest purchased with a loan granted under this Part, the real estate acquisition process must comply with the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970, as amended (the Uniform Act) (42 USC 4601 et seq.). All real estate acquisition costs eligible under the Uniform Act may be paid with money lent under this Part; however, the amount of the loan cannot exceed fair market value of the property, as determined by the Department.

f) If any or all of the interest in the property is transferred (see Section 15-80(e)), the Owner and the Department shall retain an aviation easement in the transferred property interest that meets the requirements of the Department. (See 92 Ill. Adm. Code 14 and the FAA Policy and Procedures Memorandum 5190.6, Appendix 3, June 14, 1994.)

g) If a loan application is accepted, the Owner must do, and bear the cost of, the following:

- 1) provide an appraisal of the property by an appraiser listed on the Department's list of approved appraisers (information regarding the list of approved appraisers can be obtained by contacting the land acquisition section of the Division of Aeronautics at (217) 785-8514);
- 2) secure a title insurance policy for the purchase price of the parcel that is the subject of the loan; and
- 3) file the Notice of Lien with the county recorder for the county in which the subject property is located.

## Section 15.80 Repayment Requirements

a) Loan payments shall be scheduled in equal amounts for the periods determined under subsection (b) of this Section. The loan payments shall be calculated so that the loan is completely repaid, with interest, on outstanding balances, by the end of the term determined under Section 15.70(b).

b) The period of loan payments shall be annual, and the annual payment will be due on the anniversary of the date the loan was received by the Owner unless, by mutual agreement, a period of less than one year is chosen.

c) There will be no penalty for early payment ahead of the payment schedule. In the event of a prepayment, the principal of the loan shall be reduced. The amount of the periodic payments shall remain the same, but the number of those payments, and the period of the loan, shall be reduced unless the Department agrees to reduce the

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amount of the payments and to allow the period of the loan to remain the same. (Section 34b(b)(4) of the Act)

d) If the Owner receives a project grant(s) for the acquisition of the property, such grant(s) shall be applied to the payment of the loan and the principal shall be reduced accordingly. The amount of those periodic payments shall remain the same, but the number of those payments, and the period of the loan, shall be reduced unless the Department agrees to reduce the amount of the payments and to allow the period of the loan to remain the same.

e) No interest in the property can be transferred by the Owner without express, written permission from the Department. If such an interest is transferred, in whole or in part, then the loan must be repaid in full from the proceeds of the transfer.

## Section 15.90 Default

a) If the loan payment is not made within 15 days after the scheduled date determined under Section 15-80(b), a penalty of 10% of the payment shall be assessed.

b) If no payment has been received within 30 days after the scheduled payment date, the loan shall be considered in default. (Section 34b(b)(6) of the Act)

c) As soon as a loan is considered in default, the Department shall notify the public airport Owner and attempt to enter into a renegotiation of the loan payment amounts and schedule determined under Section 15-80(b). In no case shall the term of the loan be extended beyond the initial term determined under Section 15-70(b), and the interest rate may not be lowered or any interest be forgiven. If a renegotiation of loan payment amounts and schedule is obtained to the Department's satisfaction within 30 days after notification of default, then the new payment schedule shall replace the one determined by Section 15-80(b) and shall be used to measure compliance with the loan for purposes of default.

d) If, after 30 days after notification of default, the Department has not obtained a renegotiation to its satisfaction, the Department shall declare the loan balance due and payable immediately.

e) If the Owner cannot immediately pay the balance of the loan, the Department shall proceed to foreclose. (Section 34b(b)(7) of the Act)

## OFFICE OF BANKS AND REAL ESTATE

## PUBLIC INFORMATION

## NOTICE OF REVOCATION UNDER

## THE RESIDENTIAL MORTGAGE LICENSE ACT OF 1987

Pursuant to Section 4-5(g) of the Residential Mortgage License Act of 1987 ("the Act"), 205 ILCS 635/4-5(g) (1994), notice is hereby given that the Commissioner of the Office of Banks and Real Estate of the State of Illinois has revoked the license of Conduit Financial Services, Inc. of Chicago, Illinois, a licensee under the Act, for violating the terms of the Act and the rules and regulations adopted thereunder, effective April 14, 2001.

## DEPARTMENT OF REVENUE

## NOTICE OF PUBLIC INFORMATION

1. Statute requiring agency to publish information concerning Private Letter Rulings in the Illinois Register:

Name of Act: Illinois Department of Revenue Sunshine Act

Citation: 20 ILCS 2515/1

2. Summary of information:

Index of Department of Revenue sales tax Private Letter Rulings and General Information letters issued for the Second Quarter of 2001. Private letter rulings are issued by the Department in response to specific taxpayer inquiries concerning the application of a tax statute or rule to a particular fact situation. Private letter rulings are binding on the Department only as to the taxpayer who is the subject of the request for ruling. (See 86 Ill. Adm. Code 1200.110) General information letters are issued by the Department in response to written inquiries from taxpayers, taxpayer representatives, business, trade, industrial associations or similar groups. General information letters contain general discussions of tax principles or applications. General information on topics of interest to taxpayers. General background information on topics of interest to taxpayers. General information letters do not constitute statements of agency policy that apply, interpret, or prescribe tax laws administered by the Department. General information letters may not be relied upon by taxpayers in taking positions with reference to tax issues and create no rights for taxpayers under the *Taxpayers' Bill of Rights Act*. (See 86 Ill. Adm. Code 1200.120)

The letters are listed numerically, are identified as either a General Information Letter or a Private Letter Ruling and are summarized with a brief synopsis under the following subjects:

Agents	Manufacturers
Agricultural Producers and Products	Manufacturing Machinery and Equipment
Assessments	Medical Appliances
Automobile Renting Tax	Miscellaneous
Bingo	Motor Fuel Tax
Books and Records	Motor Vehicles
Bulk Sales	Newsprint and Ink
C.O.A.D.	Nexus
Certificate of Registration	Nonprofit Institutions
Charitable Games	Occasional Sale
Cigarette Tax	Oil Field Equipment
Claims for Credit	Penalties
Coal Fueled Devices	Pollution Control Facilities
Coal Mining Equipment	Prepaid Sales Tax
Coins and Precious Metals	Products of Photoprocessing

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NOTICE OF PUBLIC INFORMATION

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Computer Software  
Construction Contractors  
Cooperative Associations  
Delivery Charges  
Distillation Machinery  
Drug Tax Stamps  
Drugs  
Electricity Excise Tax  
Enterprise Zones  
Exempt Organizations  
Farm Machinery & Equipment  
Federal Excise Tax  
Financial Institutions  
Food  
Food, Drugs & Medical Appliances  
Governmental Bodies  
Graphic Arts  
Gross Receipts  
High Impact Business  
Hotel Operators' Tax  
Interest  
Interstate Commerce  
Itinerant Vendors  
Invested Capital Tax  
Leasing  
Liquor Tax  
Local Taxes  
Mandatory Service Charges  
Manufacturer's Purchase Credit

Property Tax  
Public Utility Taxes  
Real Estate Transfer Tax  
Repairs  
Replacement Vehicle Tax  
Request for Information  
Returns  
Rolling Stock Exemption  
Sale at Retail  
Sale for Resale  
Sale of Service  
Service Occupation Tax  
Signature  
Special Order  
Statute of Limitations  
Tax Collection  
Tax Increment Financing  
Tax Rate  
Telecommunications Excise Tax  
Temporary Storage  
Tire User Fee  
Trade-Ins  
Use Tax  
Vehicle Use Tax  
Vendors

Copies of the ruling letters themselves are available for inspection and may be purchased for a minimum of \$1.00 per opinion plus .50¢ per page for each page over one. Copies of the ruling letters may be downloaded free of charge from the Department's World Wide Web site at [www.revenue.state.il.us/](http://www.revenue.state.il.us/).

The annual index of Sales and Excise Tax letter rulings (all four quarters) is available for \$3.00.

3. Name and address of person to contact concerning this information:

Margaret Forth  
Legal Services Office  
101 West Jefferson Street  
Springfield, Illinois 62794  
Telephone: (217) 782-6996

AGENTS

ST 01-0011-GIL

01/26/2001 An auctioneer acting on behalf of an unknown or undisclosed principal is responsible for Retailers'92 Occupation Tax on the gross receipts from the sale. However, if the auctioneer is acting on behalf of a known or disclosed principal, the sale of tangible personal property is taxable to the principal and not the auctioneer if the principal is a retailer of the tangible personal property. Personal property being sold at the auction. See 86 Ill. Adm. Code 130.1915. (This is a GIL.)

ST 01-0028-GIL

02/02/2001 When a person acts as an agent for an unknown or undisclosed principal and sells tangible personal property for the undisclosed principal, the agent incurs Retailers' Occupation Tax liability. See 86 Ill. Adm. Code 130.1915. (This is a GIL.)

BULK SALES

ST 01-0066-GIL

03/30/2001 It is the position of the Department that a sale of debtor assets conducted under the auspices of a bankruptcy court is not subject to the bulk sales reporting requirements of the Retailers' Occupation Tax Act. See 35 ILCS 120/5j. (This is a GIL.)

COMPUTER SOFTWARE

ST 01-0015-GIL

01/30/2001 Generally, sales of "canned" computer software are taxable retail sales in Illinois. However, if the computer software consists of custom computer programs, then the sales of such software may not be taxable retail sales. See 86 Ill. Adm. Code 130.1935(c). (This is a GIL.)

ST 01-0041-GIL

02/22/2001 Charges for updates of canned software are fully taxable pursuant to 86 Ill. Adm. Code 130.1935. (This is a GIL.)

ST 01-0042-GIL

02/22/2001 This letter discusses issues regarding sales of computer software and hardware, nexus, and sale/leaseback transactions. See 86 Ill. Adm. Code 130.1935. (This is a GIL.)

## DEPARTMENT OF REVENUE

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## 2001 FIRST QUARTER SUNSHINE INDEX

ST 01-0058-GIL 03/09/2001 Charges for updates of canned software are considered to be sales of software and therefore taxable. See 86 Ill. Adm. Code 130.1935(b). (This is a GIL.)

## CONSTRUCTION CONTRACTORS

ST 01-0011-PLR 03/28/2001 In Illinois, construction contractors are deemed end users of tangible personal property purchased for incorporation into real property. As end users of such tangible personal property, contractors incur Use Tax liability for such purchases based upon the cost price of the tangible personal property. See 86 Ill. Adm. Code 130.1940 and 130.2075. (This is a PLR.)

## DELIVERY CHARGES

ST 01-0016-GIL 01/30/2001 In general, shipping and handling or delivery charges are includable in the gross receipts subject to tax unless the buyer and seller agree upon such charges separately from the selling price of the tangible personal property which is sold. See 86 Ill. Adm. Code 130.415. (This is a GIL.)

ST 01-0065-GIL 03/30/2001 Whether shipping and handling charges may be deducted by retailers in calculating Retailers' Occupation Tax liability depends not upon the separate billing of such transportation or handling charges but upon whether the charges are included in the selling prices of the property or are contracted for separately by purchasers and retailers. See 86 Ill. Adm. Code 130.415. (This is a GIL.)

## ENTERPRISE ZONES

ST 01-0001-PLR 01/09/2001 The enterprise zone building materials exemption allows retailers located in the municipality or unincorporated area of the county that established an enterprise zone to make tax-free sales of building materials that will be incorporated into real estate located in the enterprise zone. See 86 Ill. Adm. Code 130.1951. (This is a PLR.)

ST 01-0046-GIL 02/23/2001 The enterprise zone building materials exemption

## DEPARTMENT OF REVENUE

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## 2001 FIRST QUARTER SUNSHINE INDEX

allows retailers located in the municipality or unincorporated area of a county that established an enterprise zone to make tax-free sales of building materials that will be incorporated into real estate located in the enterprise zone. See 86 Ill. Adm. Code 130.1951. (This is a GIL.)

## EXEMPT ORGANIZATIONS

ST 01-0004-PLR 02/14/2001 This letter discusses the tax liabilities of a university dining facility that is open to the public and that allows students living in on-campus housing to utilize a computerized declining-balance card system to pay for meals at the dining facility. See 86 Ill. Adm. Code 130.2005(b)(4). (This is a PLR.)

ST 01-0010-PLR 03/26/2001 A supplier's sales of gardening supplies and small gift items to exclusively charitable, religious, or educational organizations for sale at such organizations' occasional dinners and similar activities not more than twice in any calendar year are exempt from tax provide that such organizations have active exemption identification numbers issued by the Department. See 86 Ill. Adm. Code 130.2005. (This is a PLR.)

ST 01-0010-GIL 01/25/2001 Organizations that are exclusively religious, educational, or charitable can make application to the Department for exemption identification numbers required to make tax-free purchases of tangible personal property for use or consumption. See 86 Ill. Adm. Code 130.2007. (This is a GIL.)

ST 01-0013-GIL 01/29/2001 Organizations that are exclusively religious, educational, or charitable can make application to the Department for exemption identification numbers required to make tax-free purchases of tangible personal property for use or consumption. See 86 Ill. Adm. Code 130.2007. (This is a GIL.)

ST 01-0034-GIL 02/19/2001 Organizations that are exclusively religious, educational, or charitable can make application to the Department for exemption identification numbers required to make tax-free purchases of tangible personal property for use or consumption. (This is a GIL.)



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ST 01-0045-GIL 02/23/2001 Gross receipts from proceeds from the sale of personal property, including food, purchased through fundraising events for the benefit of a public or private elementary or secondary school, a group of those schools, or one or more school districts if the events are sponsored by an entity recognized by the school district that consists primarily of volunteers and includes parents and teachers of the school children are exempt from Retailers' Occupation Tax. However, this exemption does not apply to fundraising events (i) for the benefit of private home instruction or (ii) for which the fundraising entity purchases the personal property sold at the events from another individual or entity that sold the property for the purpose of resale by the fundraising entity and that profits from the sale to the fundraising entity. See 86 Ill. Adm. Code 130.2009. (This is a GIL.)

## FOOD, DRUGS &amp; MEDICAL APPLIANCES

ST 01-0017-GIL 01/30/2001 Vitamins, nutritional aids, and food supplements qualify for the low 1% tax rate. 86 Ill. Adm. Code 130.310(a) and (c)(1). (This is a GIL.)

ST 01-0039-GIL 02/22/2001 Vitamins, nutritional aids, and food supplements qualify for the low 1% tax rate. 86 Ill. Adm. Code 130.310(a) and (c)(1). (This is a GIL.)

## GROSS RECEIPTS

ST 01-0001-GIL 01/03/2001 The question of whether retailers incur Retailers' Occupation Tax liability with respect to discount coupons depends on whether those retailers are being reimbursed for all or a part of the amount represented by the coupon. See 86 Ill. Adm. Code 130.2125. (This is a GIL.)

ST 01-0012-GIL 01/26/2001 An exemption from gross receipts subject to sales tax is found in 35 ILCS 105/3-5(8) and 120/2-5(18). These sections provide an exemption from Illinois Retailers' Occupation Tax and Use Tax for "legal tender, currency, medallions, or gold or silver coinage issued by the State of Illinois, the government of the United States of America, or the government of any foreign country, and bullion." (This is a GIL.)

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ST 01-0037-GIL 02/22/2001 The standard method of reporting receipts from sales is to report on a gross receipts basis, that is to report when payments are actually received. If, however, the seller prefers to file and pay not liability on a gross sales basis, or accrual method, because it more properly reflects its method of accounting for sales, the seller may declare its intention to change reporting methods to the Illinois Department of Revenue. See 86 Ill. Adm. Code 130.401(a) (This is a GIL.)

## ST 01-0056-GIL

03/09/2001 When the legal incidence of a tax is on the consumer, it is not considered to be part of the gross receipts from the sale of tangible personal property for the purpose of calculating Retailers' Occupation Tax. See 86 Ill. Adm. Code 130.445(a). (This is a GIL.)

## HOTEL OPERATORS' TAX

## ST 01-0061-GIL

03/15/2001 Hotel operators incur Hotel Operators' Occupation Tax liability on receipts from room rentals to governmental bodies. 86 Ill. Adm. Code 480.101(b)(3). (This is a GIL.)

## LEASING

## ST 01-0018-GIL

01/30/2001 Lessors under true leases incur Illinois Use Tax liability on their cost price of tangible personal property purchased for rental purposes. See 86 Ill. Adm. Code 130.2010. (This is a GIL.)

## ST 01-0051-GIL

02/28/2001 When under the terms of an insurance contract, an insurance company pays for the complete loss of tangible personal property, including a motor vehicle, to a lessor as the loss payee, and title thereto is surrendered to the insurance company, a retail sale has not occurred and the transaction would not be taxable. See 111. Adm. Code 130.2010. (This is a GIL.)

## ST 01-0060-GIL

03/15/2001 Persons who rent tangible personal property to others incur a Use Tax liability based on their cost price of items purchased for their rental inventories. The only exception is the rental of automobiles under lease terms of one year or less. 86 Ill. Adm. Code 130.2010(b). (This is

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a GIL.)

## LOCAL TAXES

ST 01-0003-PLR

02/27/2001 The imposition of the various sales tax related local taxes in Illinois are triggered when "selling" occurs in a jurisdiction imposing a tax. 86 Ill. Adm. Code 270.115. (This is a PUR.)

ST 01-0005-PLR

02/14/2001 The imposition of the local Retailers' Occupation Taxes in Illinois are triggered when "selling" occurs in a jurisdiction imposing a tax. 86 Ill. Adm. Code 270.115. (This is a PUR.)

ST 01-0006-GIL

01/17/2001 For purposes of determining jurisdiction for local Retailers' Occupation Tax liability, the Department views the most important element of selling to be the seller's acceptance of the purchase order. Consequently, if a purchase order is accepted in a jurisdiction that imposes a local tax, that tax will be incurred. See 86 Ill. Adm. Code 270.115. (This is a GIL.)

ST 01-0007-PLR

02/15/2001 The Department's opinion is that the most important element of selling is the seller's acceptance of the purchase order. Consequently, if a purchase order is accepted in a jurisdiction that imposes a local tax, that tax will be incurred. See 86 Ill. Adm. Code 270.115. (This is a PUR.)

ST 01-0008-PLR

02/26/2001 The imposition of the local Retailers' Occupation Taxes in Illinois are triggered when "selling" occurs in a jurisdiction imposing a tax. 86 Ill. Adm. Code 270.115. (This is a PUR.)

ST 01-0067-GIL

03/30/2001 In general, the imposition of the various sales tax related local taxes in Illinois are triggered when "selling" occurs in a jurisdiction imposing a tax. The Department's opinion is that the most important element of selling is the seller's acceptance of the purchase order. See 86 Ill. Adm. Code 270.115. (This is a GIL.)

## MANUFACTURER'S PURCHASE CREDIT

ST 01-0006-PLR

02/15/2001 Purchasers of manufacturing machinery and

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equipment that qualifies for the manufacturing machinery and equipment exemption earn a credit in an amount equal to a fixed percentage of the tax which would have been incurred under the Use Tax or Service Use Tax. See 35 ILCS 105/3-85, 35 ILCS 110/3-70. (This is a PUR.)

## MANUFACTURING MACHINERY &amp; EQUIPMENT

ST 00-0002-PUR

01/18/2001 Machinery and equipment used primarily (over 50% of the time) in the manufacturing or assembling of tangible personal property for wholesale or retail sale or lease is exempt from Retailers' Occupation Tax and Use Tax liability. See 86 Ill. Adm. Code 130.330. (This is a PUR.)

ST 01-0027-GIL

02/02/2001 Machinery that places tangible personal property into the packaging in which it is sold to the ultimate consumer can qualify for the Manufacturing Machinery and Equipment exemption. See 86 Ill. Adm. Code 130.330. (This is a GIL.)

## MEDICAL APPLIANCES

ST 01-0004-GIL

01/05/2001 A medical appliance is defined as an item which is intended by its manufacturer for use in directly substituting for a malfunctioning part of the body. See 86 Ill. Adm. Code 130.310(c). (This is a GIL.)

ST 01-0008-GIL

01/25/2001 A medical appliance is defined as an item which is intended by its manufacturer for use in directly substituting for a malfunctioning part of the body. 86 Ill. Adm. Code 130.310(c). (This is a GIL.)

ST 01-0024-GIL

02/1/2001 Medical appliances are items which are intended by their manufacturer for use in directly substituting for a malfunctioning body part. 86 Ill. Adm. Code 130.310(c)(2). (This is a GIL.)

## MISCELLANEOUS

ST 01-0023-GIL

01/31/2001 The Board of Appeals administers a voluntary disclosure program that can provide for limited liabilities for participants who come forward and disclose their

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liabilities. See 86 Ill. Adm. Code 210.126. (This is a GIL.)

ST 01-0026-GIL

02/01/2001 The Department will not approve the accuracy of private legal publications. See, 86 Ill. Adm. Code 140.101. (This is a GIL.)

ST 01-0047-GIL

02/23/2001 This letter reviews sales and use tax information in a mining publication. (This is a GIL.)

MOTOR FUEL TAX

ST 01-0032-GIL

02/15/2001 Under the Motor Fuel Tax Law and the Environmental Impact Fee Law, no such tax and fee shall be imposed upon the importation or receipt of aviation fuels and kerosene at airports with over 300,000 operations per year, for years prior to 1991, and over 170,000 operations per year beginning in 1991, located in a city of more than 1,000,000 inhabitants for sale to or use by holders of certificates of public convenience and necessity or foreign air carrier permits, issued by the United States Department of Transportation, and their air carrier affiliates, or upon the importation or receipt of aviation fuels and kerosene at facilities owned or leased by those certificate or permit holders and used in their activities at an airport described above. See 86 Ill. Adm. Code 500.202 and 501.200. (This is a GIL.)

ST 01-0038-GIL

02/22/2001 Section 13 of the Motor Fuel Tax Law, 35 ILCS 505/13 (1998 State Bar Edition), provides, in part, that no claim based upon the use of undyed diesel fuel shall be allowed except for undyed diesel fuel used by a commercial vehicle, as that term is defined in Section 1-111.8 of the Illinois Vehicle Code, for any purpose other than operating the commercial vehicle upon the public highways and unlicensed commercial vehicles operating on private property. Claims shall be limited to commercial vehicles that are operated for both highway purposes and any purposes other than operating such vehicles upon the public highways. See 86 Ill. Adm. Code 500.235. (This is a GIL.)

ST 01-0062-GIL

03/16/2001 Sales of dyed diesel fuel are for non-highway use and are not subject to the motor fuel tax. A legible and conspicuous notice stating "Dyed Diesel Fuel, Non-taxable Use Only, Penalty For Taxable Use" must appear

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on all shipping papers (including delivery tickets or manifests and excluding material safety data sheets), bills of lading, and invoices accompanying any sale of dyed diesel fuel. See 86 Ill. Adm. Code 500.210. (This is a GIL.)

NEWSPRINT &amp; INK

ST 01-0009-PIR

03/14/2001 This letter informs the taxpayer that the periodical referenced in the letter qualifies for the newsprint and ink exemption under the Retailers' Occupation Tax Act and the Service Occupation Tax Act, and that the taxpayer incurs no Retailers' Occupation Tax or Service Occupation Tax liability on the printing of that newsletter. See 86 Ill. Adm. Code 130.2105 and 140.125. (This is a PIR.)

NEXUS

ST 01-0052-GIL

03/02/2001 This letter sets out the guidelines concerning different types of retailers in order to determine whether the retailer should collect Illinois Use Tax. See, 86 Ill. Adm. Code 150.201. (This is a GIL.)

PENALTIES

ST 01-0055-GIL

03/08/2001 A taxpayer may apply for reasonable cause abatement of a penalty. See 86 Ill. Adm. Code 700.400. (This is a GIL.)

POLLUTION CONTROL FACILITIES

ST 01-0019-GIL

01/30/2001 Compactors used in recycling operations do not qualify as exempt pursuant to 86 Ill. Adm. Code 130.335. Compactors do not reduce, prevent, or eliminate air or water pollution or treat or dispose of potentially harmful pollutants. (This is a GIL.)

PUBLIC UTILITY TAXES

ST 01-0050-GIL

02/26/2001 The sale of gas or gas services in Illinois is

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subject to taxation under the Gas Revenue Tax Act. See 86 Ill. Adm. Code 470.110 & 470.145. (This is a GIL.)

## REPAIRS

## ST 01-0053-GIL

03/06/2001 Persons who transfer tangible personal property incident to providing repairs under service contracts that were sold separately from the tangible personal property being repaired are acting as servicemen and incur a Use Tax liability based on their cost price of tangible personal property transferred incident to the completion of the repair. See 86 Ill. Adm. Code Sec. 140.301. (This is a GIL.)

## SALE AT RETAIL

## ST 01-0007-GIL

01/19/2001 The Retailers' Occupation Tax Act imposes a tax upon persons engaged in the business of selling at retail tangible personal property. 35 ILCS 120/2 (1998 State Bar Edition). (This is a GIL.)

## ST 01-0022-GIL

01/31/2001 Persons who sell signs that have commercial value incur Retailers' Occupation Tax liability when making such sales, even if such signs are produced on special order for the purchaser. See 86 Ill. Adm. Code 130.2155. (This is a GIL.)

## ST 01-0057-GIL

03/09/2001 A business may have nexus with a state, even though it does not have a retail operation in that state. 86 Ill. Adm. Code 150.201(i). (This is a GIL.)

## SALE FOR RESALE

## ST 01-0002-GIL

01/04/2001 Illinois law requires a Certificate of Resale to contain the information set out in 86 Ill. Adm. Code 130.1405(b). (This is a GIL.)

## ST 01-0025-GIL

02/01/2002 Under Illinois law, a dentist is engaged primarily in a service occupation and therefore deemed a serviceman. As a serviceman, tax liability can be assessed in one of four ways. The purchase of tangible personal property that is transferred to service customers may result in either Service Occupation Tax liability or Use

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Tax liability for the serviceman, depending upon which tax base the servicemen must calculate their liability. (This is a GIL.)

## SERVICE OCCUPATION TAX

## ST 01-0003-GIL

01/05/2001 Under the Service Occupation Tax Act, servicemen are taxed on tangible personal property transferred incident to sales of service. See 86 Ill. Adm. Code 140.101. (This is a GIL.)

## ST 01-0021-GIL

01/31/2001 Under the Service Occupation Tax Act, servicemen are taxed on tangible personal property transferred incident to sales of service. See 86 Ill. Adm. Code 140.101. (This is a GIL.)

## ST 01-0030-GIL

02/07/2001 Under the Service Occupation Tax Act, servicemen are taxed on tangible personal property transferred incident to sales of service. See 86 Ill. Adm. Code 140.101. (This is a GIL.)

## ST 01-0035-GIL

02/21/2001 When custom order items such as personalized business calling cards and letterheads are sold, Retailers' Occupation Tax does not apply. However, sales of custom order items are subject to Service Occupation Tax liability. See 86 Ill. Adm. Code 130.1995. (This is a GIL.)

## ST 01-0048-GIL

02/23/2001 This letter discusses methods of paying Service Occupation Tax by registered de minimis servicemen. See 86 Ill. Adm. Code 140.101. (This is a GIL.)

## ST 01-0063-GIL

03/23/2001 Sellers of special order machines are considered to be engaged primarily in a service occupation, rather than being engaged in the business of selling tangible personal property, if the test set out in 86 Ill. Adm. Code 130.2115(b)(1) is met. See 86 Ill. Adm. Code 130.2115. (This is a GIL.)

## TAX COLLECTION

## ST 01-0054-GIL

03/07/2001 The subject of Section 13 of the Retailers' Occupation Tax Act is overcollection of tax. See 35 ILCS 120/13. (This is a GIL.)

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## TELECOMMUNICATIONS EXCISE TAX

ST 01-0005-GIL

01/08/2001 The Telecommunications Excise Tax is imposed upon the act or privilege of originating or receiving intrastate or interstate telecommunications in Illinois at the rate of 7% of the gross charges for such telecommunications purchased at retail from retailers. See 86 Ill. Adm. Code 495. (This is a GIL.)

ST 01-0009-GIL

01/25/2001 The Telecommunications Excise Tax is imposed upon the act or privilege of originating or receiving intrastate or interstate telecommunications in Illinois at the rate of 7% of the gross charges for such telecommunications purchased at retail from retailers. 35 ILCS 630/3 and 630/4. (This is a GIL.)

ST 01-0029-GIL

02/07/2001 The Telecommunications Excise Tax is imposed upon the act or privilege of originating or receiving intrastate or interstate telecommunications in Illinois at the rate of 7% of the gross charges for such telecommunications purchased at retail from retailers. See 86 Ill. Adm. Code 495. (This is a GIL.)

ST 01-0031-GIL

02/07/2001 This letter discusses the sales and excise tax treatment of various Internet services. See 86 Ill. Adm. Code Part 495. (This is a GIL.)

ST 01-0043-GIL

02/22/2001 Generally, persons who provide subscribers access to the Internet and who do not, as part of that service, charge customers for the line or other transmission charges which are used to obtain access to the Internet, are not considered to be telecommunications retailers from these activities. See 86 Ill. Adm. Code 495.110. (This is a GIL.)

ST 01-0059-GIL

03/12/2001 The Telecommunications Excise Tax is imposed upon the act or privilege of originating or receiving intrastate or interstate telecommunications in Illinois at the rate of 7% of the gross charges for such telecommunications purchased at retail from retailers. See 86 Ill. Adm. Code 495. (This is a GIL.)

## TRADE-INS

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ST 01-0033-GIL

02/16/2001 Under Illinois law, a trade-in credit is available to a retailer when the purchaser trades in tangible personal property of like kind and character as that which is being sold by the retailer. See 86 Ill. Adm. Code 130.425. (This is a GIL.)

USE TAX

ST 01-0014-GIL

01/30/2001 By giving away tangible personal property, a donor makes a taxable use of the property and is subject to Use Tax on the cost price of the property purchased to be given away. See 86 Ill. Adm. Code 130.305. (This is a GIL.)

ST 01-0020-GIL

01/31/2001 If a retailer is required or authorized to collect Use Tax, his records must show that he states such tax separately to the purchaser from the selling price of the tangible personal property that he is selling. See 86 Ill. Adm. Code 130.1305. (This is a GIL.)

ST 01-0036-GIL

02/21/2001 The Use Tax Act imposes a tax upon the privilege of using in this State tangible personal property purchased at retail from a retailer. 35 ILCS 105/3 (1998 State Bar Edition). See 86 Ill. Adm. Code 150.101. (This is a GIL.)

ST 01-0040-GIL

02/22/2001 Retailers are prohibited from advertising or holding out that they will absorb the purchaser's Use Tax obligation. See 86 Ill. Adm. Code 150.515. (This is a GIL.)

ST 01-0044-GIL

02/22/2001 Retailers are prohibited from advertising or holding out that they will absorb the purchaser's Use Tax obligation. See 86 Ill. Adm. Code 150.515. (This is a GIL.)

ST 01-0049-GIL

02/26/2001 Out-of-State sellers who fall under the definition of a "retailer maintaining a place of business in this State" must register to collect Illinois Use Tax from Illinois customers and remit that tax to the Department. See 86 Ill. Adm. Code Sec. 150.801(c). (This is a GIL.)

ST 01-0064-GIL

03/29/2001 An exemption is available for a nonresident individual who purchases tangible personal property outside

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Illinois and uses it outside this State for at least three months prior to bringing the property to this State. See, 86 Ill. Adm. Code 130.315. (This is a GIL).

## ILLINOIS COMMERCE COMMISSION

NOTICE OF REFUSAL TO MEET THE OBJECTION AND SUSPENSION OF THE  
JOINT COMMITTEE ON ADMINISTRATIVE RULES

- 1) Heading of the Part: Requirements for Non-Business Entities with Private Business Switch Service to Comply with the Emergency Telephone System Act
- 2) Code Citation: 83 Ill. Adm. Code 727
- 3) Section Numbers: Action:  
727.100 Refusal  
727.105 Refusal  
727.200 Refusal  
727.205 Refusal  
727.300 Refusal  
727.305 Refusal  
727.400 Refusal  
727.500 Refusal  
727.505 Refusal  
727.510 Refusal
- 4) Date Notice of Emergency Rules Published in the Register: June 23, 2000,  
24 Ill. Reg. 8635
- 5) Date JCAR Statement of Objection Published in the Register: June 23, 2000,  
24 Ill. Reg. 8650
- 6) Summary of Action Taken by the Agency: The Commission refuses to modify or repeal the emergency rules. The basis for the Joint Committee's objection to and suspension of the emergency rules is that the Commission has exceeded its statutory authority under Section 15.6 of the Emergency Telephone System Act by extending the application of the Act to schools, local governments, and not-for-profit organizations. The Commission notes that there is no specific statutory exemption for schools, governmental units, and not-for-profit organizations. The Commission continues to be of the opinion that schools, governmental units, and not-for-profit organizations remain within the scope of Section 15.6 of the Emergency Telephone System Act.



## SECRETARY OF STATE

## REQUEST FOR EXPEDITED CORRECTION

- 1) Heading of the Part: Procedures and Standards
- 2) Code Citation: 92 Ill. Adm. Code 1001
- 3) Section Numbers: 1001.440(a)(6)(E)(ii)
- 4) Date Proposal published in Illinois Register: July 14, 2000, 24 Ill. Reg. 1061
- 5) Date Adoption published in Illinois Register: December 15, 2000, 24 Ill. Reg. 19257
- 6) Summary and Purpose of Expedited Correction: The word "no" was inadvertently excluded in the final version of the rule, changing the intended meaning. The proper statement originally proposed by the Secretary of State is "Petitioners classified at High Risk who have driven successfully on a restricted driving permit for at least 3 years after submitting an original evaluation are not required to provide an updated evaluation if the current RDP is expired for no more than 30 days at the time the petitioner files for an extension of the RDP or for another hearing."
- 7) Information and questions regarding this request shall be directed to:

Marc Christopher Loro  
Legal Advisor  
Department of Administrative Hearings  
Michael J. Howlett Building, Room 200  
Springfield, Illinois 62756  
217/786-8245  
Fax: 217/782-2192  
mloro@ilsos.net

## SECRETARY OF STATE

## REQUEST FOR EXPEDITED CORRECTION

- TITLE 92: TRANSPORTATION  
CHAPTER II: SECRETARY OF STATE  
PART 1001  
PROCEDURES AND STANDARDS
- SUBPART A: FORMAL ADMINISTRATIVE HEARINGS
- |          |  |
|----------|--|
| Section  | Applicability                              |
| 1001.10  | Definitions                                |
| 1001.20  | Right to Counsel                           |
| 1001.30  | Appearance of Attorney                     |
| 1001.40  | Special Appearance                         |
| 1001.50  | Substitution of Parties                    |
| 1001.60  | Commencement of Actions; Notice of Hearing |
| 1001.70  | Motions                                    |
| 1001.80  | Form of Papers                             |
| 1001.90  | Conduct of Formal Hearings                 |
| 1001.100 | Orders                                     |
| 1001.110 | Record of Hearings                         |
| 1001.120 | Invalidity                                 |
| 1001.130 |  |
- SUBPART B: ILLINOIS SAFETY RESPONSIBILITY HEARINGS
- |          |   |
|----------|---|
| Section  | Applicability                                   |
| 1001.200 | Definitions                                     |
| 1001.210 | Hearings: Notice; Locations; Procedures; Record |
| 1001.220 | Rules of Evidence                               |
| 1001.230 | Scope of Hearings                               |
| 1001.240 | Decisions and Orders                            |
| 1001.250 | Rehearings                                      |
| 1001.260 | Judicial Review                                 |
| 1001.270 | Invalidity                                      |
| 1001.280 |   |

SUBPART C: RULES ON THE CONDUCT OF INFORMAL HEARINGS  
IN DRIVERS LICENSE SUSPENSIONS AND REVOCATIONS

Section	Applicability
1001.300	Definitions
1001.310	Right to Representation
1001.320	Record and Reports
1001.330	Location of Hearings
1001.340	Duties and Responsibilities
1001.350	Decisions
1001.360	Invalidity
1001.370	

## SECRETARY OF STATE

## REQUEST FOR EXPEDITED CORRECTION

SUBPART D: STANDARDS FOR THE GRANTING OF RESTRICTED DRIVING PERMITS, REINSTATEMENT, AND THE TERMINATION OF CANCELLATIONS OF DRIVING PRIVILEGES BY THE OFFICE OF THE SECRETARY OF STATE

Section  
1001.400 Applicability  
1001.410 Definitions  
1001.420 General Provisions Relating to the Issuance of Restricted Driving Permits  
1001.430 General Provisions for Reinstatement of Driving Privileges after Revocation  
1001.440 Provisions for Alcohol and Drug Related Revocations, Suspensions, and Cancellations  
1001.441 Breath Alcohol Ignition Interlock Device Pilot Program  
1001.442 Manufacturer's Responsibilities; Approval for Analyzing Alcohol Content of Breath; DPH Inspections; Disqualification of a Manufacturer; Designation and Assignment of Regions  
1001.443 Installers' Responsibilities  
1001.450 New Hearings  
1001.450 Requests for Modification of Revocations and Suspensions  
1001.460 Renewal, Correction and Cancellation of RDP's  
1001.470 Unsatisfactory Judgment Suspensions  
1001.480 Reinstatement Application Based Upon Issuance of Drivers License in a State Which is a Member of the Driver License Compact  
1001.485  
1001.490 Invalidity

## SUBPART E: FORMAL MEDICAL HEARINGS

Section  
1001.500 Applicability  
1001.510 Definitions  
1001.520 Procedure  
1001.530 Conduct of Medical Formal Hearings  
1001.540 Subsequent Hearings

SUBPART F: ZERO TOLERANCE SUSPENSION OF DRIVING PRIVILEGES; PERSONS UNDER THE AGE OF 21 YEARS; IMPLIED CONSENT HEARINGS; RESTRICTED DRIVING PERMITS

1001.600 Applicability  
1001.610 Definitions  
1001.620 Burden of Proof  
1001.630 Implied Consent Hearings; Religious Exception  
1001.640 Implied Consent Hearings; Medical Exception  
1001.650 Rebuttable Presumption  
1001.660 Alcohol and Drug Education and Awareness Program  
1001.670 Petition for Restricted Driving Permits  
1001.680 Form and Location of Hearings

## SECRETARY OF STATE

## REQUEST FOR EXPEDITED CORRECTION

## SUBPART G: MOTOR VEHICLE FRANCHISE ACT

1001.690 Invalidity  
1001.700 Applicability  
1001.710 Definitions  
1001.720 Organization of Motor Vehicle Review Board  
1001.730 Motor Vehicle Review Board Meetings  
1001.740 Board Fees  
1001.750 Notice of Protest  
1001.760 Hearing Procedures  
1001.770 Conduct of Protest Hearing  
1001.780 Mandatory Settlement Conference  
1001.785 Technical Issues  
1001.790 Hearing Expenses; Attorney's Fees  
1001.795 Invalidity

## APPENDIX A

RAILROAD REGIONS AND MINIMUM INSTALLATION/SERVICE CENTER SITE LOCATION GUIDELINES

AUTHORITY: Subpart A implementing Sections 2-113, 2-118, 6-108, 6-205, and 6-206 and authorized by Sections 2-103 and 2-104 of the Illinois Vehicle Code [625 ILCS 5/2-103, 2-104, 2-113, 2-118, 6-108, 6-205 and 6-206]. Subpart B implementing Chapter 7 and authorized by Sections 2-103, 2-104, 2-106, 2-107, 2-108, 2-113, and Ch. 7 of the Illinois Vehicle Code [625 ILCS 5/2-103, 2-104, 2-106, 2-107, 2-108, 2-113, 2-114 and Ch. 7]. Subpart C implementing Sections 6-205(c) and 6-206(c)(3) and authorized by Sections 2-103 and 2-104 of the Illinois Vehicle Code [625 ILCS 5/2-103, 2-104, 6-205(c) and 6-206(c)(3)]. Subpart D authorized by Sections 2-104 and 11-501 of the Illinois Vehicle Code and implementing Sections 6-103, 6-205(c), 6-206(c)(3), and 6-208 of the Illinois Vehicle Code [625 ILCS 5/2-104, 6-103, 6-205(c), 6-206(c)(3), 6-208 and 11-501]. Subpart E implementing Sections 2-113, 2-118, 2-123, 6-103, 6-201, 6-906, and 6-908 and authorized by Sections 2-103, 2-104, 2-118, 6-909 of the Illinois Vehicle Code [625 ILCS 5/2-103, 2-104, 2-113, 2-118, 6-201, 6-906, 6-908 and 6-909]. Subpart F implementing Sections 2-123, 6-103, 6-201, 6-906, 6-908 and 11-501.1, and 11-501.8 and authorized by Sections 2-103, 2-113, 2-118, 6-208.2, 11-501.1, and 11-501.8 and authorized by Sections 2-103, 2-104, 2-113, 2-118, 6-208.2, 11-501.1 and 11-501.8]. Subpart G implementing and authorized by the Motor Vehicle Franchise Act [815 ILCS 710].

SOURCE: Adopted and codified at 7 Ill. Reg. 7501, effective June 17, 1983; amended at 8 Ill. Reg. 4220, effective April 1, 1984; emergency amendment at 9 Ill. Reg. 17030, effective October 18, 1985, for a maximum of 150 days; amended at 10 Ill. Reg. 4538, effective March 18, 1986; amended at 11 Ill. Reg. 17844, effective October 15, 1987; amended at 13 Ill. Reg. 15803, effective October 1, 1989; amended at 14 Ill. Reg. 2601, effective February 15, 1990; amended at 14 Ill. Reg. 16041, effective October 1, 1990; emergency amendment at 16 Ill. Reg. 19926, effective December 8, 1992, for a maximum of 150 days; emergency

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amendment at 17 Ill. Reg. 2047, effective January 27, 1993, for a maximum of 150 days; amended at 17 Ill. Reg. 6274, effective May 1, 1993; amended at 17 Ill. Reg. 8528, effective June 1, 1993; emergency amendment at 18 Ill. Reg. 7916, effective May 10, 1994, for a maximum of 150 days; amended at 18 Ill. Reg. 15127, effective September 21, 1994; emergency amendment at 19 Ill. Reg. 54, effective January 1, 1995, for a maximum of 150 days; amended at 19 Ill. Reg. 6667, effective May 1, 1995; emergency amendment at 20 Ill. Reg. 1026, effective January 15, 1996, for a maximum of 150 days; amended at 20 Ill. Reg. 8328, effective June 12, 1996; emergency amendment at 20 Ill. Reg. 9355, effective July 1, 1996, for a maximum of 150 days; amended at 20 Ill. Reg. 15773, effective November 28, 1996; amended at 23 Ill. Reg. 692, effective January 15, 1999; amended at 24 Ill. Reg. 19257, effective December 15, 2000; expedited correction at 25 Ill. Reg. ~~5670~~ 5670, effective December 15, 2000.

#### Section 1001.440 Provisions for Alcohol and Drug Related Revocations, Suspensions, and Cancellations

a) Except as provided in subsection (a)(1), in any application for reinstatement, an RDP, or the termination of an order of cancellation, all petitioners must submit an alcohol and drug evaluation and, where required, evidence of successful completion of an alcohol and drug-related driver remedial course and/or evidence of successful completion of treatment or proof of adequate rehabilitative progress.

1) An alcohol and drug evaluation submitted by a resident of Illinois must have been conducted by an individual or an agency licensed by OASA. An alcohol or drug-related remedial course completed by an Illinois resident must have been provided by an individual or agency licensed by OASA. (See 77 Ill. Adm. Code 2060.201.) Exceptions to these requirements will be allowed in the cases listed below. In such case, the evaluation and remedial course must be provided by an individual or agency accredited by the state in which the individual or agency operates:

A) if the petitioner is currently and has been temporarily residing outside the State of Illinois (except as provided in Section 1001.00(a)(2));

B) if the petitioner received treatment for alcohol or drug abuse or dependence from a treatment program located outside the State of Illinois, which has been appropriately accredited by the state in which it operates.

2) The choice of these programs is within the discretion of the petitioner. The evidence submitted must be typewritten, although the evaluator may testify at any hearing.

3) The Department may provide petitioners who inquire with a list of programs, from which the petitioner may choose an evaluator and remedial programs, but the petitioner is not limited to the use of persons or programs on this list.

4) The alcohol and drug evaluation (uniform report), as defined in

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Section 1001.410, must conform to the standards for an evaluation set by OASA. (See 77 Ill. Adm. Code 2060.503.) The evaluation must be signed and dated by both petitioner and evaluator.

5) The alcohol and drug-related driver remedial program must, at a minimum, conform to the standards for alcohol/drug remedial education courses set by OASA. (See 77 Ill. Adm. Code 2060.505.)

6) The alcohol and drug evaluation must be current, which is defined as having been completed within 6 months prior to the date of the hearing. This current evaluation, whether a uniform report or an updated evaluation, must conform to all current OASA standards as referred to in this Section, where applicable, and/or to all current Secretary of State requirements set forth in this Subpart D.

A) An updated evaluation shall be conducted only by means of an in-person interview and only by the same program which conducted the original evaluation. Exceptions to the latter requirement will be allowed under the following circumstances:

1) If the petitioner's case file or copies of all case file material are transferred to another program which prepares the update. The transfer will be considered acceptable only if the original evaluating program can no longer provide evaluation services for reasons such as a suspended or revoked license or voluntarily terminating evaluation business operations. If an update cannot be obtained by reviewing the original case file information, another original evaluation must be submitted.

2) If the petitioner completes treatment recommended as a result of the most recent alcohol and drug evaluation, the program providing the treatment may prepare any subsequent updated evaluation from its own case file information without obtaining the information from the evaluating program that made the treatment recommendation.

B) An updated evaluation shall contain, at a minimum, the following: a description of alcohol/drug use and/or abuse covering the time since the last evaluation or update; any impairment of significant life areas since the last evaluation or update; the evaluator's previous and current alcohol/drug-use classification of the petitioner; any current recommendations and the rationale for such recommendations; and an indication of whether the petitioner has completed all prior recommendations. The updated evaluation must be corroborated by an interview with a family member or significant other. The information obtained must be summarized and the evaluator should indicate whether it corroborates the data provided by the

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petitioner. The updated evaluation must be typewritten, on a form provided by the Department, and verified by the evaluator. (See subsection (a)(1) of this Section.)

- 1) Any updated evaluation that reclassifies a petitioner to or within a Moderate, Significant or High Risk classification shall include a referral to a treatment provider for the purpose of determining the need, if any, for additional rehabilitative activity. Any waiver of additional rehabilitative activity by the treatment provider must be in writing and include the rationale for the waiver. Any recommendation for additional rehabilitative activity must be completed with before relief will be granted.

- 2) A petitioner may not submit an updated evaluation if the uniform report evaluation being updated does not discuss the most recent DUI disposition. In such case the petitioner must submit a uniform report evaluation.

- C) An out-of-state alcohol and drug evaluation shall contain, at a minimum, the following: a complete alcohol and drug use history; a history of any alcohol and drug-related offenses; a current alcohol/drug use classification of the petitioner and the rationale for that classification; any recommendations and the rationale for such recommendations. The evaluation must be corroborated by an interview with a significant other and by the administration of an objective test. The information obtained must be summarized and the evaluator should indicate whether it corroborates the data provided by the petitioner. The evaluation must be verified by the evaluator. The individual or agency that completes the evaluation must be properly accredited or licensed in the state in which the individual or agency operates.

- D) An investigative alcohol and drug evaluation shall contain, at a minimum, the following: a complete alcohol and drug use history; a history of alcohol and drug-related driving and criminal offenses; a clinical impression of what the evaluation data indicates and the rationale for that conclusion; any recommendations and the rationale for such recommendations. The evaluation must be corroborated by an interview with a significant other and by the administration of an objective test. The information must be summarized and the evaluator should indicate whether it corroborates the data provided by the petitioner. The evaluation must be typewritten, on a form provided by the Department, and verified by the evaluator. The program that completes the evaluation must meet the same standards as programs qualified to prepare uniform report evaluations. (See subsection (a)(1).)

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- E) Petitioners classified at High Risk who have driven successfully on a restricted driving permit for at least 3 years after submitting an original evaluation are not required to provide an updated evaluation if:
  - i) the petitioner files for an extension of the RDP or for another hearing during the term of the current RDP; or
  - ii) the current RDP is expired for no more than 30 days at the time the petitioner files for an extension of the RDP or for another hearing.

All other documentation required by this Subpart D must be submitted.

- 7) Any alcohol or drug related remedial course required by this Part must be completed on a date after the most recent DUI disposition arrest date.

- b) Before any driving relief will be granted, the petitioner must prove by clear and convincing evidence: that he/she does not have a current problem with alcohol or other drugs; that he/she is a low or minimal risk to repeat his/her past abusive behaviors and the operation of a motor vehicle while under the influence of alcohol or other drugs; and that he/she has complied with all other standards as specified in this Subpart D. If the evidence establishes that the petitioner has had an alcohol/drug problem, the petitioner must also prove that the problem has been resolved.

- 1) Petitioners whose use of alcohol/drugs has been classified under the Section as Minimal Risk must document successful completion of a 10 hour alcohol/drug remedial education course by submission of a document which reflects the completion of the requirements contained in 77 Ill. Adm. Code 2060.505.

- 2) Petitioners whose use of alcohol/drugs has been classified under this Section as Moderate or Significant Risk must document successful completion of an alcohol/drug remedial course as specified in subsection (b)(1) and the treatment recommended by the evaluator or other qualified professional recommended on referral by the evaluator. The treatment must be provided by an individual or agency licensed to provide such treatment by OMSA or the Department of Public Health, or an individual therapist who is licensed as a private practitioner by the Illinois Department of Professional Regulation, or an out-of-state individual therapist or agency properly licensed by the state in which he/she operates.

- 3) Petitioners classified under this Section as High Risk Dependent must document abstinence as required in subsection (e); the completion of treatment provided by a facility or facilitator licensed by OMSA or the Illinois Department of Public Health, an individual therapist who is licensed as a private practitioner by the Illinois Department of Professional Regulation, or an out-of-state individual therapist or agency properly licensed by

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the state in which he/she operates; the establishment of an ongoing support/recovery program; and compliance with any additional recommendations of his/her evaluator or treatment provider.

4) Petitioners classified under this Section as High Risk Nondependent must document: non-problematic use as provided in subsection (f); treatment provided by a facility or facilitator licensed by OASA or the Illinois Department of Public Health, an individual therapist who is licensed as a private practitioner by the Illinois Department of Professional Regulation, or an out-of-state individual therapist or agency properly licensed by the state in which he/she operates; compliance with any additional recommendations of his/her evaluator or treatment provider, including abstinence; and a detailed explanation by the treatment provider as to why investigative alcohol/drug evaluation must document the completion of any recommended treatment provided by a facility or facilitator licensed by OASA or the Illinois Department of Public Health, an individual therapist who is licensed as a private practitioner by the Illinois Department of Professional Regulation, or an out-of-state individual therapist or agency properly licensed by the state in which he/she operates. If found to be chemically dependent, then the petitioner must prove abstinence as required in subsection (e) and the establishment of an ongoing support/recovery program, and compliance with any additional recommendations of his/her evaluator or treatment provider.

5) Petitioners who obtain an investigative alcohol/drug evaluation must document the completion of any recommended treatment provided by a facility or facilitator licensed by OASA or the Illinois Department of Public Health, an individual therapist who is licensed as a private practitioner by the Illinois Department of Professional Regulation, or an out-of-state individual therapist or agency properly licensed by the state in which he/she operates. If found to be chemically dependent, then the petitioner must prove abstinence as required in subsection (e) and the establishment of an ongoing support/recovery program, and compliance with any additional recommendations of his/her evaluator or treatment provider.

6) In the event that a treatment provider does not require an individual classified Moderate, Significant or High Risk to complete at least the minimum amount and type of intervention or treatment specified by OASA, the treatment provider must supply the Department with a detailed explanation of the rationale for that decision.

c) The presence of more than one DUI disposition on a petitioner's abstract shall create a rebuttable presumption that the petitioner suffers from a current alcohol/drug problem and should, therefore, be classified at least Significant Risk.

d) Evidence shall be considered in determining whether the petitioner has met his/her burden of proof and has overcome the presumption of a current alcohol/drug problem includes, but is not limited to, the following, where applicable:

- 1) the factors enumerated in Section 1001.430(c);
- 2) the similarity of circumstances between alcohol or drug-related arrests;
- 3) any property damage or personal injury caused by the petitioner while driving under the influence;
- 4) Changes in life style and alcohol/drug use patterns following alcohol/drug-related arrest, and the reasons for the change;

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- 5) The chronological relationship of alcohol/drug-related arrests;
- 6) Length of alcohol/drug abuse pattern;
- 7) Degree of self-acceptance of alcohol/drug problem;
- 8) Degree of involvement in or successful completion of prior treatment/intervention recommendations following alcohol/drug related arrests and in a support/recovery program;
- 9) Prior releases from attempted abstinence;
- 10) Identification, treatment and resolution of the cause of the high risk behavior of any petitioner classified High Risk Nondependent;

11) The problems, pressures and/or external forces alleged to have precipitated the petitioner's abuse of alcohol or other drugs on the occasion of each alcohol/drug-related arrest, and the present status of the same, particularly whether they have been satisfactorily resolved;

12) The petitioner's explanation for his/her multiple arrests and/or convictions for offenses involving alcohol/drugs, particularly for allowing the second and subsequent arrests/convictions to occur;

13) In out-of-state petitions the evaluator's rationale for classifying a petitioner with multiple DUI dispositions as a Minimal or Moderate Risk. In these cases it is particularly important that the evaluator's classification be based on complete and accurate information;

14) The petitioner's criminal history, particularly drug offenses or offenses that in any way involved alcohol/drugs;

15) The petitioner's chemical test results of the petitioner's blood, breath or urine from all previous arrests or all previous alcohol/drug-related offenses (not just traffic offenses) in addition to the chemical test results of the most recent arrest;

16) The extent to which, in terms of completeness and thoroughness, a petitioner and his/her service providers have addressed every issue raised by the hearing officers in previous hearings;

17) It is particularly important that the evaluator's classification be based on complete, accurate and consistent information, especially all of the petitioner's DUI arrests and BAC test results. The probative value of evaluations which deviate from this standard will be diminished. The degree to which their probative value will be diminished will depend upon the degree to which the evaluation deviates from this standard and the standards imposed by OASA.

e) Petitioners classified as High Risk Dependent, or any other petitioner with a recommendation of abstinence by an OASA licensed evaluator or treatment provider, must have a minimum of 12 consecutive months of documented abstinence. Documentation of abstinence must be received from at least 3 independent sources. The sources should not be fellow members of a support group unless those members have regular and frequent contact with the petitioner outside the group meetings.

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The hearing officer shall determine the weight to be accorded the documentation, taking into account the credibility of the source and the totality of the evidence adduced at the hearing. Letters or witness testimony establishing abstinence should contain, at a minimum, the following:

- 1) The person's relationship to petitioner (friend, family member, fellow employee, etc.).
- 2) How long the person has known the petitioner.
- 3) How often the person sees the petitioner (daily, weekly, monthly, etc.).
- 4) How long the person knows the petitioner has abstained.
- 5) Each letter must be dated and signed by its authors. All letters must be submitted in their original form and should be dated no more than 45 days prior to the hearing date. Telephone facsimiles and photocopies of original letters will be admitted into evidence pending the submission of the original within a reasonable number of days as determined by the presiding hearing officer.

Waivers of the rule requiring 12 months of abstinence are discretionary when considering an RDP but shall not be granted unless the petitioner proves at least 6 months continuous abstinence at the time of the hearing.

- f) Petitioners classified as High Risk Nondependent must demonstrate at least 12 consecutive months of non-problematic alcohol use, or abstinence, and abstinence from the use of illegal drugs. This evidence must be submitted from at least 3 independent sources and generally comply with the standards set forth in subsection (e). Waivers are discretionary when considering an RDP, but shall not be granted unless the petitioner demonstrates at least 6 months of non-problematic alcohol use, or abstinence, and abstinence from the use of illegal drugs.

- g) If the petitioner has been attending a support/recovery program, the petitioner must present at least 3 dated and signed letters or witness testimony from fellow support/recovery program members documenting at a minimum the following:

- 1) How long the person has known the petitioner.
- 2) How long the petitioner has attended the program.
- 3) How often the petitioner attends the program.

- h) A petitioner's participation in internet Alcoholics Anonymous, Narcotics Anonymous or other support/recovery program "chat rooms" or any other support/recovery program services available over the internet is not an acceptable substitute for the regular attendance of meetings in person. However, such participation will be considered as probative of the extent of the petitioner's involvement in a support/recovery program; i.e., as a supplement to the regular attendance of meetings in person.

- i) If the petitioner's support/recovery program does not involve a structured, organized, recognized program such as A.A. or N.A., the

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petitioner is required to identify what that program is and explain how it works and keeps petitioner abstinent. The petitioner is required to present either witness testimony or written verification of the program from at least three independent sources involved in the program. If the verification is in the form of letters, those letters should be signed and dated. All such evidence must contain, at a minimum, the following:

- 1) The person's relationship to the petitioner (friend, family member, fellow employee, etc.).
- 2) How long the person has known the petitioner.
- 3) How often the person sees the petitioner (daily, weekly, monthly, etc.).
- 4) How the person is involved in the petitioner's recovery program and what role the person plays in helping the petitioner abstain from alcohol/drugs.
- 5) What changes the person has seen in the petitioner since petitioner's abstinence.
- j) If the petitioner has a support/recovery program sponsor, one letter should be obtained from his/her sponsor documenting the data in subsection (g).
- k) In cases where a petitioner seeks a restricted driving permit to allow him/her to drive to support/recovery program meetings, he/she must provide specific information identifying, at a minimum, the following:
  - 1) The locations of the meetings he/she wishes to attend;
  - 2) The days of the week when meetings are held at these locations;
  - 3) The hours of the day when these meetings are held.

- l) If the petitioner has undergone early intervention (Moderate Risk classification), he/she must provide a narrative summary which includes, at a minimum, the following:

- 1) The name, address, and telephone number of the licensed service provider;
- 2) The dates the petitioner began and completed early interventions, as well as the number of days or hours he/she was involved in the interventions process;
- 3) A summary discussion of the intervention provided and its outcome, specifically, those issues that were addressed or explored and the provider's perception of what the petitioner gained from the experience and his/her ability to avoid future development of alcohol problems;
- 4) The rationale for any modification in the early intervention requirements specified by OASH;
- 5) The dated signature of the professional staff person providing the early intervention information.

- m) If the petitioner has had alcohol or drug related treatment, he/she must provide the following information:

- 1) A narrative summary which includes, at a minimum:
  - A) The name, address, and telephone number of treatment center.
  - B) The date the petitioner entered treatment and the date the



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petitioner was discharged from treatment; the number of days or hours the petitioner was involved in treatment; the admitting and discharge diagnosis.

C) The type of treatment received (e.g., outpatient, intensive outpatient, or inpatient treatment; individual or group therapy).

D) A clinical impression or prognosis of either a Moderate or Significant Risk petitioner's ability to maintain a non-problematic pattern, or a High Risk petitioner's ability to maintain a stable recovery where applicable. Specifically, the treatment provider's perception of what the petitioner gained from the treatment experience and whether the experience was sufficient to substantially minimize the possibility of a recurrence of alcohol/drug related problems.

E) Any recommendations for continuing care or follow-up support, and an indication of the petitioner's participation, if applicable.

F) The rationale for any modification in the treatment requirements specified by OASA.

G) The dated signature of the professional staff person providing the treatment information.

2) Copies of the following documents required by OASA:

A) Individualized Treatment Plan. (See 77 Ill. Adm. Code 2060.421.)

B) Discharge Summary and Continuing Care Plan. (See 77 Ill. Adm. Code 2060.427.)

3) A current status report regarding the petitioner's involvement in continuing care. This report must discuss the petitioner's level of progress in completing follow-up activities outlined in the Continuing Care Plan. If continuing care has been completed, a summary report must be provided which discusses the petitioner's progress throughout the course of completing all follow-up activities detailed in the Continuing Care Plan. If continuing care has been determined to be unnecessary, a report must be provided which discusses the clinical rationale for that decision.

4) If the petitioner is unable to provide the required information, he/she must provide documentary evidence of his/her attempts to obtain the information and the reason for its unavailability.

n) If a petitioner presents an alcohol/drug evaluation that was obtained as a condition precedent to either obtaining a JDP or the disposition of a DUI charge, that evaluation must meet the requirements of this Section in order to be accepted by the Secretary of State.

o) Out-of-state petitioners whose last arrest for driving under the influence occurred more than 10 years from the date of the current application for relief may be excused from the requirement of an evaluation if the other evidence required of the petitioner, as set

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out in this subsection, indicates that the petitioner does not have a current problem with alcohol or other drugs; that, if the petitioner has had an alcohol problem, it has been resolved; that the petitioner is now a low or minimum risk to repeat his/her past abusive behaviors and the operation of a motor vehicle while under the influence of alcohol or other drugs; and that the petitioner can now be considered a safe and responsible driver. The rationale for this subsection is that the length of time since the petitioner's last DUI arrest indicates he/she is no longer a dangerous driver, and that Illinois' interest in a driver who no longer resides in this state is less than in one who resides in Illinois. Therefore, this exception does not apply to petitioners who reside within 30 miles of the Illinois border.

1) Petitioner must submit, at a minimum, the following evidence:

A) An affidavit regarding his/her alcohol/drug use, on a form provided by the Secretary of State.

B) At least 3 letters of reference which, at a minimum, verify the frequency and amount of the petitioner's alcohol/drug use for at least the last 12 months prior to the hearing. The letters should also discuss the petitioner's character and ability to be a safe and responsible driver. The author must state how long he/she has known the petitioner, how often he/she sees, speaks to, or otherwise has contact with the petitioner, the nature of the contact, and the nature of their relationship.

C) If the petitioner was required to participate in an alcohol/drug evaluation after his/her last arrest for driving under the influence, then the petitioner must submit a copy of that evaluation.

D) If the petitioner has received treatment for alcohol/drug abuse, then he/she must submit a copy of the discharge summary of that treatment (written by the agency which provided the treatment).

E) Petitioners who have been identified as or believe themselves to be alcoholic/chemically dependent must fulfill the requirements of subsection (b)(3) above pertaining to abstinence and the establishment of an ongoing support/recovery program.

F) Credible evidence of his/her driving record in the current state of residence. The Secretary of State may also obtain this evidence.

G) Any other relevant evidence which the petitioner desires to provide.

2) Upon receipt of this evidence, it shall be reviewed by the Director of the Department, or a duly appointed hearing officer designated by the Director, for the purpose of determining whether the requirement of an alcohol/drug evaluation should be waived and the out-of-state petition disposed of based upon the

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evidence listed in subsection (c)(1). The factors recited in subsection (d) shall be utilized and applied in making this determination.

(Source: Expedited correction at 25 Ill. Reg. 5670, effective December 15, 2000)

JOINT COMMITTEE ON ADMINISTRATIVE RULES  
ILLINOIS GENERAL ASSEMBLY

## SECOND NOTICES RECEIVED

The following second notices were received by the Joint Committee on Administrative Rules during the period of April 3, 2001 through April 9, 2001 and have been scheduled for review by the Committee at its May 15, 2001 meeting in Springfield. Other items not contained in this published list may also be considered. Members of the public wishing to express their views with respect to a rulemaking should submit written comments to the Committee at the following address: Joint Committee on Administrative Rules, 700 Stratton Bldg., Springfield IL 62706.

Second Notice Expires	Agency and Rule	Start Of First Notice	JCAR Meeting
5/18/01	Department of Labor, Arbitration Policies, Functions, and Procedures (56 Ill Adm Code 110)	1/19/01 25 Ill Reg 775	5/15/01
5/18/01	Department of State Police, Missing Person Birth Records and School Registration (20 Ill Adm Code 1290)	2/16/01 25 Ill Reg 2706	5/15/01
5/18/01	Department of Public Health, Structural Pest Control Code (77 Ill Adm Code 830)	12/29/00 24 Ill Reg 19002	5/15/01
5/20/01	Department of Revenue, Retailers' Occupation Tax (86 Ill Adm Code 130)	2/9/01 25 Ill Reg 2325	5/15/01
5/20/01	Department of Revenue, Retailers' Occupation Tax (86 Ill Adm Code 130)	2/16/01 25 Ill Reg 2676	5/15/01
5/23/01	Historic Preservation Agency, Illinois Heritage Grants Program (17 Ill Adm Code 4111)	12/8/00 24 Ill Reg 17704	5/15/01
5/23/01	Department of Insurance, Modified Guaranteed Annuity (MGA) Contracts (50 Ill Adm Code 1410)	12/15/00 24 Ill Reg 17872	5/15/01



510	340	n	(P-1359)	685	80	n	(P-2661)
510	350	n	(P-1359)	685	80	n	(P-2661)
510	360	n	(P-1359)	685	100	n	(P-2661)
546	10	n	(P-1687100.A-3646)	685	100	n	(P-2661)
546	20	n	(P-1687100.A-3646)	685	120	ans	(P-2662)
546	30	n	(P-1687100.A-3646)	685	140	n	(P-2662)
546	40	n	(P-1687100.A-3646)	685	160	n	(P-2662)
546	110	n	(P-1687100.A-3646)	895	10	n	(P-3792)
546	120	n	(P-1687100.A-3646)	895	20	n	(P-3792)
546	130	n	(P-1687100.A-3646)	895	30	n	(P-3792)
546	140	n	(P-1687100.A-3646)	895	40	n	(P-3792)
546	150	n	(P-1687100.A-3646)	895	50	n	(P-3792)
546	160	n	(P-1687100.A-3646)	895	60	n	(P-3792)
546	170	n	(P-1687100.A-3646)	895	70	n	(P-3792)
546	180	n	(P-1687100.A-3646)	895	80	n	(P-3792)
546	190	n	(P-1687100.A-3646)	897	10	n	(P-3799)
555	10	n	(A-3005)	897	20	n	(P-3799)
555	20	n	(A-3005)	897	30	n	(P-3799)
555	30	n	(A-3005)	897	40	n	(P-3799)
555	40	n	(A-3005)	897	50	n	(P-3799)
555	50	n	(A-3005)	897	60	n	(P-3799)
555	60	n	(A-3005)	897	70	n	(P-3799)
555	70	n	(A-3005)	1080	10	n	(P-5220)
555	80	n	(A-3005)	1080	20	n	(P-5220)
555	90	n	(A-3005)	1080	30	n	(P-5220)
555	100	n	(A-3005)	1080	40	n	(P-5220)
555	110	n	(A-3005)	1080	50	n	(P-5220)
555	120	n	(A-3005)	1080	60	n	(P-5220)
555	130	n	(A-3005)	1080	70	n	(P-5220)
555	140	n	(A-3005)	1080	80	n	(P-5220)
555	150	n	(A-3005)	1080	90	n	(P-5220)
555	160	n	(A-3005)	1080	100	n	(P-5220)
555	170	n	(A-3005)	1080	110	n	(P-5220)
555	180	n	(A-3005)	1080	120	n	(P-5220)
555	190	n	(A-3005)	1080	130	n	(P-5220)
555	200	n	(A-3005)	1080	140	n	(P-5220)
555	210	n	(A-3005)	1080	150	n	(P-5220)
555	220	n	(A-3005)	1080	160	n	(P-5220)
555	230	n	(A-3005)	1080	170	n	(P-5220)
555	240	n	(A-3005)	1080	180	n	(P-5220)
555	250	n	(A-3005)	1080	190	n	(P-5220)
555	260	n	(A-3005)	1080	200	n	(P-5220)
555	270	n	(A-3005)	1080	210	n	(P-5220)
555	280	n	(A-3005)	1080	220	n	(P-5220)
555	290	n	(A-3005)	1080	230	n	(P-5220)
555	300	n	(A-3005)	1080	240	n	(P-5220)
555	310	n	(A-3005)	1080	250	n	(P-5220)
555	320	n	(A-3005)	1080	260	n	(P-5220)
555	330	n	(A-3005)	1080	270	n	(P-5220)
555	340	n	(A-3005)	1080	280	n	(P-5220)
555	350	n	(A-3005)	1080	290	n	(P-5220)
555	360	n	(A-3005)	1080	300	n	(P-5220)
555	370	n	(A-3005)	1080	310	n	(P-5220)
555	380	n	(A-3005)	1080	320	n	(P-5220)
555	390	n	(A-3005)	1080	330	n	(P-5220)
555	400	n	(A-3005)	1080	340	n	(P-5220)
555	410	n	(A-3005)	1080	350	n	(P-5220)
555	420	n	(A-3005)	1080	360	n	(P-5220)
555	430	n	(A-3005)	1080	370	n	(P-5220)
555	440	n	(A-3005)	1080	380	n	(P-5220)
555	450	n	(A-3005)	1080	390	n	(P-5220)
555	460	n	(A-3005)	1080	400	n	(P-5220)
555	470	n	(A-3005)	1080	410	n	(P-5220)
555	480	n	(A-3005)	1080	420	n	(P-5220)
555	490	n	(A-3005)	1080	430	n	(P-5220)
555	500	n	(A-3005)	1080	440	n	(P-5220)
555	510	n	(A-3005)	1080	450	n	(P-5220)
555	520	n	(A-3005)	1080	460	n	(P-5220)
555	530	n	(A-3005)	1080	470	n	(P-5220)
555	540	n	(A-3005)	1080	480	n	(P-5220)
555	550	n	(A-3005)	1080	490	n	(P-5220)
555	560	n	(A-3005)	1080	500	n	(P-5220)
555	570	n	(A-3005)	1080	510	n	(P-5220)
555	580	n	(A-3005)	1080	520	n	(P-5220)
555	590	n	(A-3005)	1080	530	n	(P-5220)
555	600	n	(A-3005)	1080	540	n	(P-5220)
555	610	n	(A-3005)	1080	550	n	(P-5220)
555	620	n	(A-3005)	1080	560	n	(P-5220)
555	630	n	(A-3005)	1080	570	n	(P-5220)
555	640	n	(A-3005)	1080	580	n	(P-5220)
555	650	n	(A-3005)	1080	590	n	(P-5220)
555	660	n	(A-3005)	1080	600	n	(P-5220)
555	670	n	(A-3005)	1080	610	n	(P-5220)
555	680	n	(A-3005)	1080	620	n	(P-5220)
555	690	n	(A-3005)	1080	630	n	(P-5220)
555	700	n	(A-3005)	1080	640	n	(P-5220)
555	710	n	(A-3005)	1080	650	n	(P-5220)
555	720	n	(A-3005)	1080	660	n	(P-5220)
555	730	n	(A-3005)	1080	670	n	(P-5220)
555	740	n	(A-3005)	1080	680	n	(P-5220)
555	750	n	(A-3005)	1080	690	n	(P-5220)
555	760	n	(A-3005)	1080	700	n	(P-5220)
555	770	n	(A-3005)	1080	710	n	(P-5220)
555	780	n	(A-3005)	1080	720	n	(P-5220)
555	790	n	(A-3005)	1080	730	n	(P-5220)
555	800	n	(A-3005)	1080	740	n	(P-5220)
555	810	n	(A-3005)	1080	750	n	(P-5220)
555	820	n	(A-3005)	1080	760	n	(P-5220)
555	830	n	(A-3005)	1080	770	n	(P-5220)
555	840	n	(A-3005)	1080	780	n	(P-5220)
555	850	n	(A-3005)	1080	790	n	(P-5220)
555	860	n	(A-3005)	1080	800	n	(P-5220)
555	870	n	(A-3005)	1080	810	n	(P-5220)
555	880	n	(A-3005)	1080	820	n	(P-5220)
555	890	n	(A-3005)	1080	830	n	(P-5220)
555	900	n	(A-3005)	1080	840	n	(P-5220)
555	910	n	(A-3005)	1080	850	n	(P-5220)
555	920	n	(A-3005)	1080	860	n	(P-5220)
555	930	n	(A-3005)	1080	870	n	(P-5220)
555	940	n	(A-3005)	1080	880	n	(P-5220)
555	950	n	(A-3005)	1080	890	n	(P-5220)
555	960	n	(A-3005)	1080	900	n	(P-5220)
555	970	n	(A-3005)	1080	910	n	(P-5220)
555	980	n	(A-3005)	1080	920	n	(P-5220)
555	990	n	(A-3005)	1080	930	n	(P-5220)
555	1000	n	(A-3005)	1080	940	n	(P-5220)
555	1010	n	(A-3005)	1080	950	n	(P-5220)
555	1020	n	(A-3005)	1080	960	n	(P-5220)
555	1030	n	(A-3005)	1080	970	n	(P-5220)
555	1040	n	(A-3005)	1080	980	n	(P-5220)
555	1050	n	(A-3005)	1080	990	n	(P-5220)
555	1060	n	(A-3005)	1080	1000	n	(P-5220)
555	1070	n	(A-3005)	1080	1010	n	(P-5220)
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555	1090	n	(A-3005)	1080	1030	n	(P-5220)
555	1100	n	(A-3005)	1080	1040	n	(P-5220)
555	1110	n	(A-3005)	1080	1050	n	(P-5220)
555	1120	n	(A-3005)	1080	1060	n	(P-5220)
555	1130	n	(A-3005)	1080	1070	n	(P-5220)
555	1140	n	(A-3005)	1080	1080	n	(P-5220)
555	1150	n	(A-3005)	1080	1090	n	(P-5220)
555	1160	n	(A-3005)	1080	1100	n	(P-5220)
555	1170	n	(A-3005)	1080	1110	n	(P-5220)
555	1180	n	(A-3005)	1080	1120	n	(P-5220)
555	1190	n	(A-3005)	1080	1130	n	(P-5220)
555	1200	n	(A-3005)	1080	1140	n	(P-5220)
555	1210	n	(A-3005)	1080	1150	n	(P-5220)
555	1220	n	(A-3005)	1080	1160	n	(P-5220)
555	1230	n	(A-3005)	1080	1170	n	(P-5220)
555	1240	n	(A-3005)	1080	1180	n	(P-5220)
555	1250	n	(A-3005)	1080	1190	n	(P-5220)
555	1260	n	(A-3005)	1080	1200	n	(P-5220)
555	1270	n	(A-3005)	1080	1210	n	(P-5220)
555	1280	n	(A-3005)	1080	1220	n	(P-5220)
555	1290	n	(A-3005)	1080	1230	n	(P-5220)
555	1300	n	(A-3005)	1080	1240	n	(P-5220)
555	1310	n	(A-3005)	1080	1250	n	(P-5220)
555	1320	n	(A-3005)	1080	1260	n	(P-5220)
555	1330	n	(A-3005)	1080	1270	n	(P-5220)
555	1340	n	(A-3005)	1080	1280	n	(P-5220)
555	1350	n	(A-3005)	1080	1290	n	(P-5220)
555	1360	n	(A-3005)	1080	1300	n	(P-5220)
555	1370	n	(A-3005)	1080	1310	n	(P-5220)
555	1380	n	(A-3005)	1080	1320	n	(P-5220)
555	1390	n	(A-3005)	1080	1330	n	(P-5220)
555	1400	n	(A-3005)	1080	1340	n	(P-5220)
555	1410	n	(A-3005)	1080	1350	n	(P-5220)
555	1420	n	(A-3005)	1080	1360	n	(P-5220)
555	1430	n	(A-3005)	1080	1370	n	(P-5220)
555	1440	n	(A-3005)	1080	1380	n	(P-5220)
555	1450	n	(A-3005)	1080	1390	n	(P-5220)
555	1460	n	(A-3005)	1080	1400	n	(P-5220)
555	1470	n	(A-3005)	1080	1410	n	(P-5220)
555	1480	n	(A-3005)	1080	1420	n	(P-5220)
555	1490	n	(A-3005)	1080	1430	n	(P-5220)
555	1500	n	(A-3005)	1080	1440	n	(P-5220)
555	1510	n	(A-3005)	1080	1450	n	(P-5220)
555	1520	n	(A-3005)	1080	1460	n	(P-5220)
555	1530	n	(A-3005)	1080	1470	n	(P-5220)
555	1540	n	(A-3005)	1080	1480	n	(P-5220)
555	1550	n	(A-3005)	1080	1490	n	(P-5220)
555	1560	n	(A-3005)	1080	1500	n	(P-5220)
555	1570	n	(A-3005)	1080	1510	n	(P-5220)
555	1580	n	(A-3005)	1080	1520	n	(P-5220)
555	1590	n	(A-3005)	1080	1530	n	(P-5220)
555	1600	n	(A-3005)	1080	1540	n	(P-5220)
555	1610	n	(A-3005)	1080	1550	n	(P-522

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270.225	n	(P-14822.00/A-5259)	402.21	am	(P-2451)	500.160	n	(P-2589)	10.10	r	(P-1464900/A-2437)
270.230	n	(P-14822.00/A-5259)	402.25	am	(P-2451)	500.165	n	(P-2589)	10.10	r	(P-1464900/A-2437)
270.235	n	(P-14822.00/A-5259)	402.26	am	(P-2451)	500.170	n	(P-2589)	10.20	r	(P-1464900/A-2437)
270.240	n	(P-14822.00/A-5259)	402.29	am	(P-2451)	500.175	n	(P-2589)	10.30	r	(P-1464900/A-2437)
270.245	n	(P-14822.00/A-5259)	402.30	#	(P-2451)	502.10	n	(P-2636)	10.40	r	(P-1464900/A-2437)
270.250	n	(P-14822.00/A-5259)	402.31	am	(P-2451)	502.15	n	(P-2636)	10.50	r	(P-1464900/A-2437)
270.255	n	(P-14822.00/A-5259)	402.32	am	(P-2451)	502.20	n	(P-2636)	10.60	r	(P-1464900/A-2437)
270.260	n	(P-14822.00/A-5259)	408.5	am	(P-14342.00/A-5281)	502.25	n	(P-2636)	10.70	r	(P-1464900/A-2437)
270.265	n	(P-14822.00/A-5259)	408.10	am	(P-14342.00/A-5281)	502.30	n	(P-2636)	10.80	r	(P-1464900/A-2437)
270.270	n	(P-14822.00/A-5259)	408.15	am	(P-14342.00/A-5281)	502.35	n	(P-2636)	10.90	r	(P-1464900/A-2437)
270.275	n	(P-14822.00/A-5259)	408.20	am	(P-14342.00/A-5281)	502.40	n	(P-2636)	12.10	n	(P-1585)
300.00	B	(P-14822.00/A-5259)	408.30	am	(P-14342.00/A-5281)	502.45	n	(P-2636)	12.20	n	(P-1585)
301.00	n	(P-6473.00/A-841)	408.35	am	(P-14342.00/A-5281)	502.50	n	(P-2636)	12.30	n	(P-1585)
302.00	am	(P-4065/M-4292)	408.40	am	(P-14342.00/A-5281)	502.55	n	(P-2636)	12.40	n	(P-1585)
302.310	am	(P-4065/M-4292)	408.45	am	(P-14342.00/A-5281)	502.60	n	(P-2636)	107.315	am	(P-2360)
336.110	am	(P-3328/M-3700)	408.65	am	(P-14342.00/A-5281)	502.65	n	(P-2636)	107.601	am	(P-2360)
336.220	am	(P-3328/M-3700)	408.70	am	(P-14342.00/A-5281)	502.70	n	(P-2636)	171.22	am	(P-2354)
337.30	am	(E-4283)	408.75	am	(P-14342.00/A-5281)	502.75	n	(P-2636)	171.1000	am	(P-2354)
337.30	am	(E-4283)	408.80	am	(P-14342.00/A-5281)	502.80	n	(P-2636)	172.2000	am	(P-2349)
337.30	am	(E-4283)	408.85	am	(P-14342.00/A-5281)	502.85	n	(P-2636)	173.3000	am	(P-2349)
337.60	am	(E-4283)	408.90	am	(P-14342.00/A-5281)	502.90	n	(P-2636)	174.4000	am	(P-2349)
337.60	am	(E-4283)	408.95	am	(P-14342.00/A-5281)	502.95	n	(P-2636)	177.2000	am	(P-2349)
337.60	am	(E-4283)	408.15	am	(P-14342.00/A-5281)	502.95	n	(P-2636)	178.3000	am	(P-2349)
353.1	am	(P-1088.00/A-2709)	408.10	am	(P-14342.00/A-5281)	502.100	n	(P-2636)	179.2000	am	(P-2344)
353.2	am	(P-1088.00/A-2709)	408.10	am	(P-14342.00/A-5281)	502.105	n	(P-2636)	180.2000	am	(P-2344)
353.3	am	(P-1088.00/A-2709)	408.10	am	(P-14342.00/A-5281)	502.110	n	(P-2636)	385.1000	n	(P-137400/A-2131)
353.4	am	(P-1088.00/A-2709)	500.10	n	(P-2589)	502.115	n	(P-2636)	385.1010	n	(P-137400/A-2131)
353.5	am	(P-1088.00/A-2709)	500.15	n	(P-2589)	502.120	n	(P-2636)	385.1020	n	(P-137400/A-2131)
353.6	am	(P-1088.00/A-2709)	500.20	n	(P-2589)	502.125	n	(P-2636)	386.1120	am	(P-1336400/A-2100)
353.7	am	(P-1088.00/A-2709)	500.25	n	(P-2589)	520.10	am	(P-2524)	390.1020	am	(P-1332000/A-2100)
353.8	am	(P-1088.00/A-2709)	500.30	n	(P-2589)	520.20	am	(P-2524)	390.2000	am	(P-1332000/A-2100)
353.9	am	(P-1088.00/A-2709)	500.35	n	(P-2589)	520.30	am	(P-2524)	391.2000	am	(P-1336900/A-2126)
354.0	am	(P-1088.00/A-2709)	500.40	n	(P-2589)	520.40	am	(P-2524)	392.2000	am	(P-1336900/A-2126)
384.20	am	(P-3723)	500.50	n	(P-2589)	590.30	am	(P-1619000/A-4568)	393.2000	am	(P-1336900/A-2126)
384.30	am	(P-3723)	500.55	n	(P-2589)	590.35	am	(P-1619000/A-4568)	394.2000	am	(P-1336900/A-2126)
384.40	r	(P-3723)	500.60	n	(P-2589)	590.40	am	(P-1619000/A-4568)	395.2000	am	(P-1336900/A-2126)
384.50	am	(P-3723)	500.65	n	(P-2589)	590.45	am	(P-1619000/A-4568)	396.2000	am	(P-1332000/A-2092)
384.60	am	(P-3723)	500.70	n	(P-2589)	590.50	am	(P-1619000/A-4568)	397.0250	am	(P-1331000/A-2100)
384.70	am	(P-3723)	500.75	n	(P-2589)	590.55	am	(P-1619000/A-4568)	441.10	am	(P-3307)
384.80	am	(P-3723)	500.80	n	(P-2589)	682.1010	am	(P-7661)	441.1010	am	(P-3307)
384.90	am	(P-3723)	500.85	n	(P-2589)	682.1020	am	(P-7661)	441.1020	am	(P-3307)
384.100	r	(P-3723)	500.90	n	(P-2589)	686.1030	am	(P-7661)	1010.420	am	(P-3330)
384.110	am	(P-3723)	500.95	n	(P-2589)	686.1040	am	(P-7661)	1010.421	am	(P-3330)
384.120	am	(P-3723)	500.100	n	(P-2589)	695.101	n	(P-1695000/A-4922)	1030.60	am	(P-1414000/A-959)
384.130	am	(P-3723)	500.105	n	(P-2589)	695.105	n	(P-1695000/A-4922)	1030.65	am	(P-1414000/A-959)
384.140	am	(P-3723)	500.110	n	(P-2589)	695.110	n	(P-1695000/A-4922)	1030.70	am	(P-1414000/A-959)
402.4	am	(P-2451)	500.105	n	(P-2589)	695.115	n	(P-1695000/A-4922)	1030.75	am	(P-1414000/A-959)
402.5	am	(P-2451)	500.110	n	(P-2589)	695.120	n	(P-1695000/A-4922)	1030.80	am	(P-1414000/A-959)
402.6	am	(P-2451)	500.115	n	(P-2589)	695.125	n	(P-1695000/A-4922)	1030.85	am	(P-1414000/A-959)
402.7	am	(P-2451)	500.120	n	(P-2589)	695.130	n	(P-1695000/A-4922)	1030.90	am	(P-1414000/A-959)
402.8	am	(P-2451)	500.125	n	(P-2589)	695.135	n	(P-1695000/A-4922)	1030.95	am	(P-1414000/A-959)
402.9	am	(P-2451)	500.130	n	(P-2589)	695.140	n	(P-1695000/A-4922)	1031.00	am	(P-1414000/A-959)
402.10	am	(P-2451)	500.135	n	(P-2589)	700.100	am	(P-1695000/A-4922)	1031.05	am	(P-1414000/A-959)
402.11	am	(P-2451)	500.140	n	(P-2589)	700.105	am	(P-1695000/A-4922)	1031.10	am	(P-1414000/A-959)
402.12	am	(P-2451)	500.145	n	(P-2589)	700.110	am	(P-1695000/A-4922)	1031.15	am	(P-1414000/A-959)
402.13	am	(P-2451)	500.150	n	(P-2589)	700.115	am	(P-1695000/A-4922)	1031.20	am	(P-1414000/A-959)
402.14	am	(P-2451)	500.155	n	(P-2589)	700.120	am	(P-1695000/A-4922)	1031.25	am	(P-1414000/A-959)
402.15	am	(P-2451)	500.160	n	(P-2589)	700.125	am	(P-1695000/A-4922)	1031.30	am	(P-1414000/A-959)
402.16	am	(P-2451)	500.165	n	(P-2589)	700.130	am	(P-1695000/A-4922)	1031.35	am	(P-1414000/A-959)
402.17	am	(P-2451)	500.170	n	(P-2589)	700.135	am	(P-1695000/A-4922)	1031.40	am	(P-1414000/A-959)

